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EUROPEAN CHEMICALS AGENCY

MANUAL

ePIC User Manual for Industry

Version 1.1

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Contents

1. Introduction 7
1.1 Objective 7
1.2 Icons, abbreviations and terminology 7
2. General Principles 8
2.1 What is ePIC? 8
2.2 Industry interface 8
2.3 Authority interface 8
2.4 Customs interface 8
3. Industry Home Page 9
4. Create and Manage Mixtures/Articles 10
4.1 Mixtures 10
4.1.1 Create a new mixture 10
4.1.2 Summary Tab 11
4.1.3 Annex I chemicals 11
4.1.4 SDS tab 12
4.1.5 Save & Close, Save and Cancel buttons 13
4.1.6 Search mixtures 14
4.1.7 Edit mixture 15
4.2 Articles 17
4.2.1 Create a new article 17
4.2.2 Summary Tab 18
4.2.3 Annex I chemicals 19
4.2.4 SDS tab 19
4.2.5 Save & Close, Save and Cancel buttons 21
4.2.6 Search for articles 21
4.2.7 Edit article 23
5. Create export notification 25
5.1 Export notification for a chemical 25
5.1.1 Section 1: Identity of the chemical subject to the export notification 25
5.1.2 Section 3: Information concerning the export 27
5.1.3 Section 4: Information on hazards and/or risks of the chemical and precautionary measures 30
5.1.4 Section 5: Information on physico-chemical toxicological and ecotoxicological properties of the chemical 32
5.1.5 Section 6: Summary information on final regulatory action taken by the exporting country 33
5.1.6 Attachments 34
5.1.7 Save & Close, Save, Submit and Cancel buttons 34
5.2 Export notifications for mixtures / articles 35
5.2.1 Section 2: Identity of the mixture / article to be exported 35
5.2.2 Attachments 35

6. Submit export notification 37
6.1 Draft notification without errors 37
6.2 Incomplete draft notification 37
7. Resubmit export notification 40
7.1 Accessing messages linked to an export notification 40
7.2 Resubmission of notification 41
8. Duplicate notification 42
9. Special RIN 44
9.1 Create a special RIN request 44
9.1.1 Export information 44
9.1.2 Attachments 45
9.2 Bulk Special RIN Request 45
9.2.1 Export Information 45
9.2.2 Attachments 46
9.3 Emergency waiver 46
9.3.1 Section 3 – Information concerning the import 47
9.3.2 Attachments 47
10. Keeping track of your notifications 48
10.1 Event history 48
10.2 Submission history 48
10.3 Alert e-mails 49
11. Waivers 51
11.1 Waiver request in the absence of a response to an explicit consent request 51
11.1.1 Proposing a standard waiver 51
11.2 OECD waiver 52
11.2.1 Propose waiver 52
12. Article 10 Reporting in ePIC 54
12.1 Generating the Article 10 report 54
12.2 Verifying and completing the Article 10 report on exports 54
12.2.1 Export details 55
12.2.2 Manual Data Entry On Exports 56
12.3 Article 10 report on imports 57
12.4 Submission of Article 10 report (export/import) 57
13. Search functionalities in ePIC 58
13.1 Search for Export Notifications / Special RIN Requests 58
13.2 Search for a Mixture / Article 59
13.3 RIN statuses 59

Table of Figures

Figure 1: ePIC Industry Home Page 9

Figure 2: Create new mixture functionality 10
Figure 3: Create mixture screen 11
Figure 4: Annex I chemicals tab 12
Figure 5: SDS tab 13
Figure 6: Manage mixtures link 14
Figure 7: Search mixture / article screen 14
Figure 8: Search results 15
Figure 9: Search by name / Annex I chemical 15
Figure 10: Manage mixtures link 16
Figure 11: Search result - mixtures 16
Figure 12: Edit mixture 17
Figure 13: Create new article functionality 18
Figure 14: Create article screen 18
Figure 15: Annex I chemicals tab 19
Figure 16: SDS tab 20
Figure 17: Manage articles link 21
Figure 18: Search Mixture / Article screen 22
Figure 19: Search results 22
Figure 20: Search by name / Annex I chemical 22
Figure 21: Manage articles link 23
Figure 22: Search result - articles 23
Figure 23: Edit article 24
Figure 24: Create export notification for a chemical screen 25
Figure 25: Common area – Section 1 25
Figure 26: Section 1 27
Figure 27: Select exporter 28
Figure 28: Exporter details in ePIC 28
Figure 29: Manage Trade Partners 29
Figure 30: Add New Trade Partner 29
Figure 31: Encoding a New Trade Partner 30
Figure 29: Section 4 31
Figure 30: Mandatory fields in section 4 32
Figure 31: Mandatory fields in section 5 33
Figure 32: Final regulatory action 33
Figure 33: Create export notification for a mixture 35
Figure 34: Submit export notification 37
Figure 35: Errors displayed in an incomplete notification 38
Figure 36: Successful submission screen 39
Figure 37: Pending re-submission notification 40
Figure 38: Actions column displaying presence of a message from the authorities 41
Figure 39: View message history option 41

Figure 40: Search & View export notification **42**
Figure 41: View notification **42**
Figure 42: Actions menu **43**
Figure 43: Duplicate notification creation tip message **43**
Figure 44: Link to "Event history" **48**
Figure 45: Link to "Submission history" **49**
Figure 46: E-mail notification settings **50**
Figure 47: Turn on e-mail notifications **50**
Figure 48: Add new contact person **50**
Figure 49: Save new contact details **50**
Figure 50: Link to "Propose waiver" **51**
Figure 51: Propose waiver option **52**
Figure 55: Art. 10 Report - Report Summary **54**
Figure 56: Art. 10 Report - Company Details **55**
Figure 57: Art. 10 Report - Exports Details **55**

1. Introduction

1.1 Objective

The purpose of this manual is to provide guidance on how to navigate through the provided IT system to fulfil industry's obligation under Regulation (EU) No. 649/2012 of the European Parliament and of the Council of 4 July 2012 concerning the export and import of hazardous chemicals, hereinafter referred to as the PIC regulation.

The chapters in this manual describe how ePIC, the IT system developed to support the implementation of the PIC regulation, is functioning in order to enable submission of export notifications and Special RIN requests and related tasks.

This manual (ePIC Submission Manual) is hereinafter referred to as ESM. All submission manuals prepared by ECHA can be accessed on the ECHA website.

1.2 Icons, abbreviations and terminology

This ESM uses various icons and specific abbreviations throughout. The icons are displayed in particular areas of the text to highlight useful or important information.

The following icons are used throughout this manual:

Useful information, guidance, assistance

Very important note

The following abbreviations are used throughout this manual:

CN code	Combined Nomenclature code
COM	European Commission – DG Environment
CUS code	European Customs Inventory of Chemical Substances code
DNA	Designated National Authority
ECHA	European Chemicals Agency
EDEXIM	European Database for Export and Import of dangerous chemicals
HS code	Harmonised System code
IdM	ECHA's Identity Management tool for managing ECHA accounts and users
LE	Legal Entity
PIC	Prior Informed Consent
RIN	Reference Identification Number
SDS	Safety Data Sheet
UUID	Universally Unique Identifier

2. General Principles

2.1 What is ePIC?

ePIC is an IT system developed and maintained by ECHA, with the aim of ensuring that the process required under the PIC regulation are supported by an appropriate IT system. ePIC consists of three independent interfaces, one dedicated to industry users, one to authority users (ECHA, DNAs and COM) and one for customs users. The application facilitates the secure exchange of information between industry users and authority users.

2.2 Industry interface

The ePIC industry interface is dedicated to industry users, allowing for the secure submission of data and exchange of information with authority users. Through this interface, industry users can view and update their own data and monitor their notifications. Through the industry interface, industry users can login to ePIC and:

- submit export notifications,
- submit special RIN requests (single and bulk),
- manage their mixtures and articles,
- request a waiver (if applicable),
- view the status of submitted notifications and special RIN requests,
- complete tasks assigned by authority users (e.g. re-submission requests) and
- verify whether a particular export can take place or not.

2.3 Authority interface

The ePIC authority interface is dedicated to authority users, supporting the day-to-day work in the regulatory process. Through this interface, authority users can process their tasks and forward them to COM, as well as communicate securely with industry users.

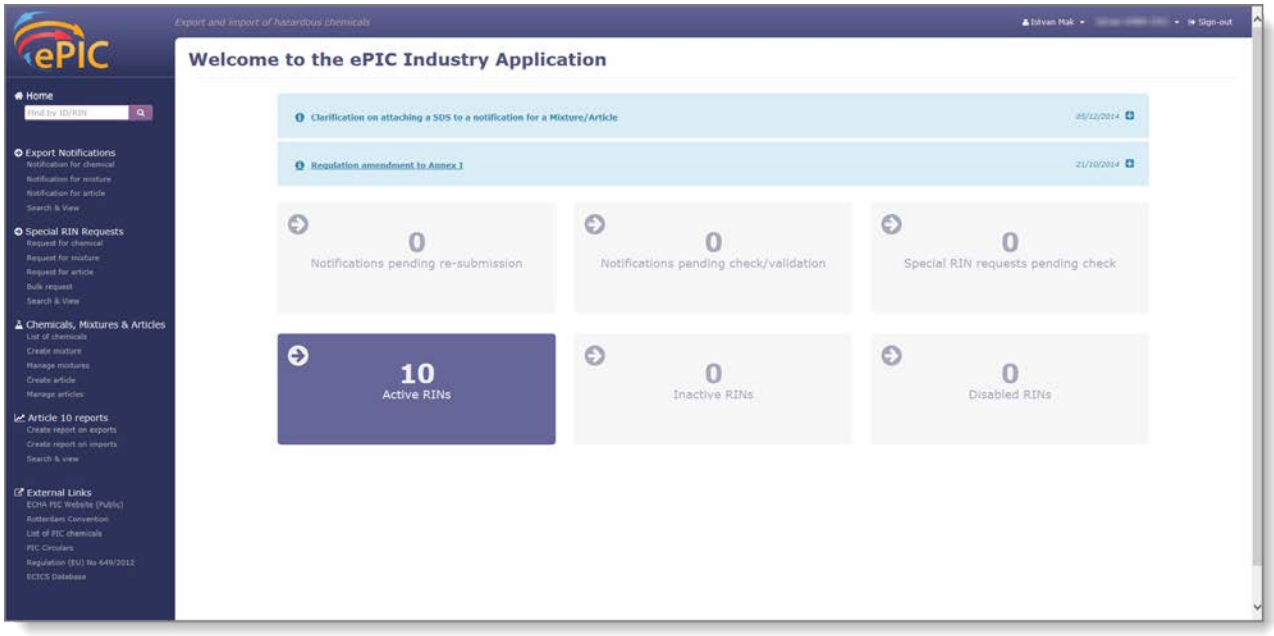
2.4 Customs interface

The ePIC customs interface is dedicated to customs officers, providing them information regarding the details and status of the export (e.g. content, destination country and whether the export is allowed or not at a given moment in time).

3. Industry Home Page

Once logged into the application, the user is presented with the “Home page” of ePIC. (Figure 1) The home page is the starting point from which all tasks can be accessed. It also provides an overview and easy access to the pending/active/inactive RINs and to any notifications potentially pending resubmission.

Figure 1: ePIC Industry Home Page



The **Home Page** can be divided into four main parts:

- The middle section with 7 tiles which provide the number of export notifications and special RIN requests with different statuses.These tiles also function as shortcuts to reach the relevant sections of the application with only one click. Please note the 7th tile displaying the number of pending Article 10 reports is only available, if the user has a draft report in the system.
- Above the tiles is the newsfeed. The newsfeed displays two different type of announcements: news and alerts. Alerts are displayed in a red message box, while news is in blue. In most cases alrerts are used when exporters are required to take certain actions, while news items are to provide more general information.
- The left-hand side menu serves as a navigator through the application. Most functionalities of ePIC can be reached from here. It also contains a “quick search” bar, where entering a RIN or an ID will immediately provides the relevant result.
- The top-level bar provides a link to the “ECHA Accounts” module. Once the user is redirected to “ECHA Accounts”, it will be possible to switch between different users (for those users who have accounts in different LEs), to view the Party details and to edit them (if the ePIC user is also an “ECHA Accounts” Manager). For further details on “ECHA Accounts” please refer to its user manual available from the ECHA website.

4. Create and Manage Mixtures / Articles

In order to notify an export of mixtures or articles a library of your mixtures or articles must be created first. Following this, the desired mixture/article can be selected directly from the export notification form. The information provided during the creation of your mixture/article will be automatically pre-filled for the relevant fields within the export notification form.

The relevant functionalities of ePIC can be found in the left-hand side menu bar, under the "Chemicals, Mixtures & Articles" section.

4.1 Mixtures

4.1.1 Create a new mixture

To add a new mixture to your library, click on "Create mixture" link, on the left hand side menu (Figure 2).

Figure 2: Create new mixture functionality

A new page with a header "Mixture" is now opened (Figure 3). The form consists of three sections with the "Summary" tab displayed by default.

All mandatory fields are marked with an asterisk *.

Figure 3: Create mixture screen

4.1.2 Summary Tab

The first tab contains fields to enter information regarding the identification and classification of the mixture. The following fields can be found in this section:

- Name: Enter the name of the mixture into this field (mandatory information)
- CN code: Enter the Combined Nomenclature code of the mixture into this field (mandatory information)
- CUS code: Enter the European Customs Inventory of Chemical Substances identifier of the mixture into this field if available
- HS code: Enter the Harmonised System code of the mixture into this field if available
- Alias: In this field you have the possibility to provide an alternative name for your mixture. If left empty, upon dissemination the real name of the mixture will be used
- Hazard classification: Provide the hazard classification of your mixture in this field (mandatory information)

Please note that entering a reference to the attached SDS is not acceptable for the "Hazard classification" field of the "Create mixture" process. Provide detailed information regarding the classification of the mixture into this field.

Once you have completed the above fields, navigate to the next tab.

4.1.3 Annex I chemicals

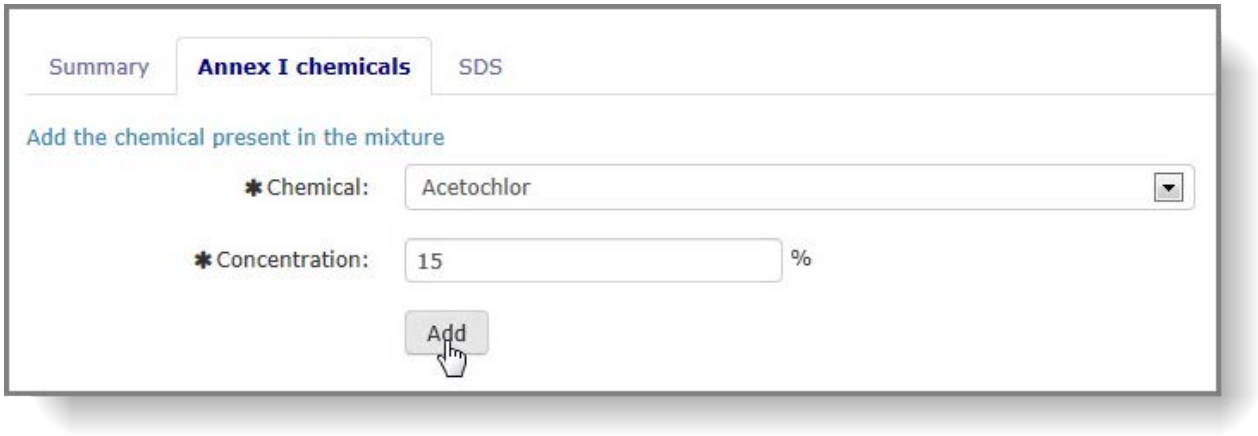
On this tab (Figure 4) you are required to select the Annex I chemical and provide its concentration within the mixture. Both fields are mandatory. Once you have provided the

required information, click on “Add”.

Should your mixture contain multiple Annex I chemicals, the above-mentioned steps must be repeated for each chemical.

In case you wish to create a mixture containing a group element (e.g. arsenic oxide, CAS 1303-28-2), you should select a group entry (e.g. Arsenic compounds) from the drop down list and attach an appropriate SDS in order to specify which chemical is being exported.

Figure 4: Annex I chemicals tab



You can edit a chemical that is part of the composition by clicking on the pencil icon.

You can delete the chemical from the composition by clicking on “X” icon (only visible if multiple Annex I chemicals are listed in the composition) A mixture must always contain at least one chemical. To delete this chemical from the composition, add a new one first.

Click on “Next section” and you are directed to the “SDS” tab.

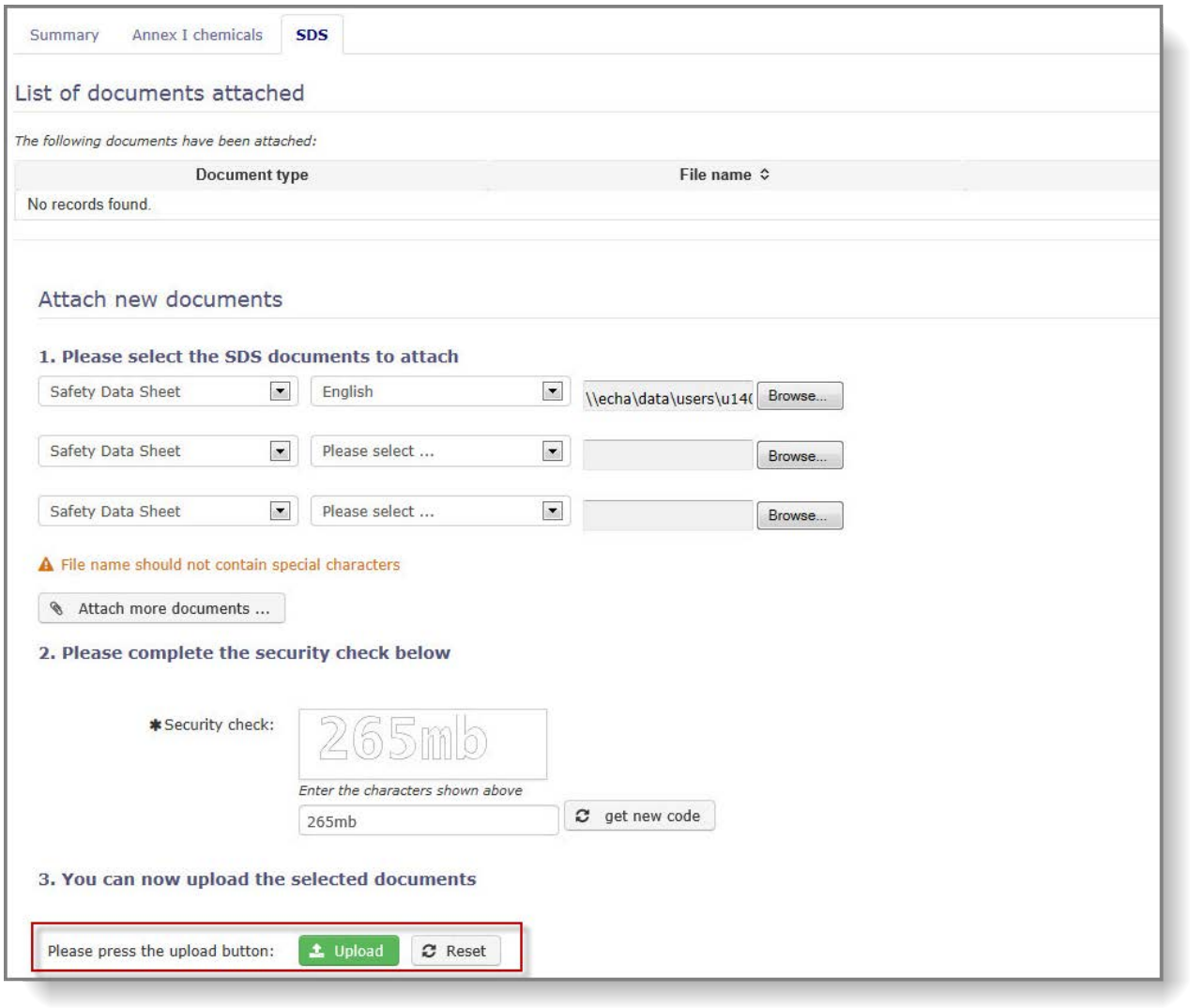
4.1.4 SDS tab

The SDS tab (Figure 5) allows you to attach one or more Safety Data Sheets to your mixture. The attached documents will be automatically included in the export notification(s) prepared for this mixture.

Please note that if you do not attach a SDS to your mixture, you will not have the opportunity to do so while creating an export notification for this mixture.

In case you need to add (further) SDSs to your mixture at a later stage, you can do so by using the “Manage mixture” functionality.

Figure 5: SDS tab



First, select the language of the document from the drop down menu and click “Browse”. A pop-up window appears, where you can locate the file on your computer to attach.

It is strongly recommended to upload an English SDS, if available, since it facilitates the processing of the notification by your DNA and by ECHA.

Once all the safety data sheets you wish to attach have been selected, type in the security code and click on “Upload”. If the security code is not easily readable request the system to generate a new code by pressing the “get new code” button. To attach the safety data sheet(s) to your mixture, click on “Upload”.

The system will overwrite any existing file in case you upload a new file in a language that you had already used in the past.

4.1.5 Save & Close, Save and Cancel buttons

Once you have filled in all the required information, remember to save your mixture, otherwise no record will be created.

Save & Close	Saves the record, validates all the mandatory fields and returns the user to view mode.
Save	Saves the record and validates all the mandatory fields. In case of errors in the form, incorrect fields are highlighted in red with error messages.
Cancel	Cancels current data entries without saving and returns to home page.

4.1.6 Search mixtures

To view and edit your previously created mixtures, click on “Manage mixtures” (Figure 6) link on the left hand side menu.

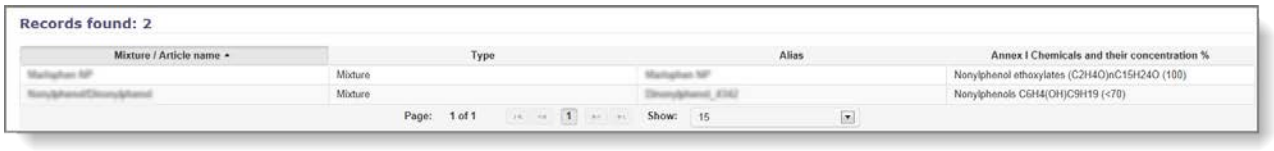
Figure 6: Manage mixtures link

To list all of your mixtures, select the check box “Mixture” and click on “Search” (Figure 7).

Figure 7: Search mixture / article screen

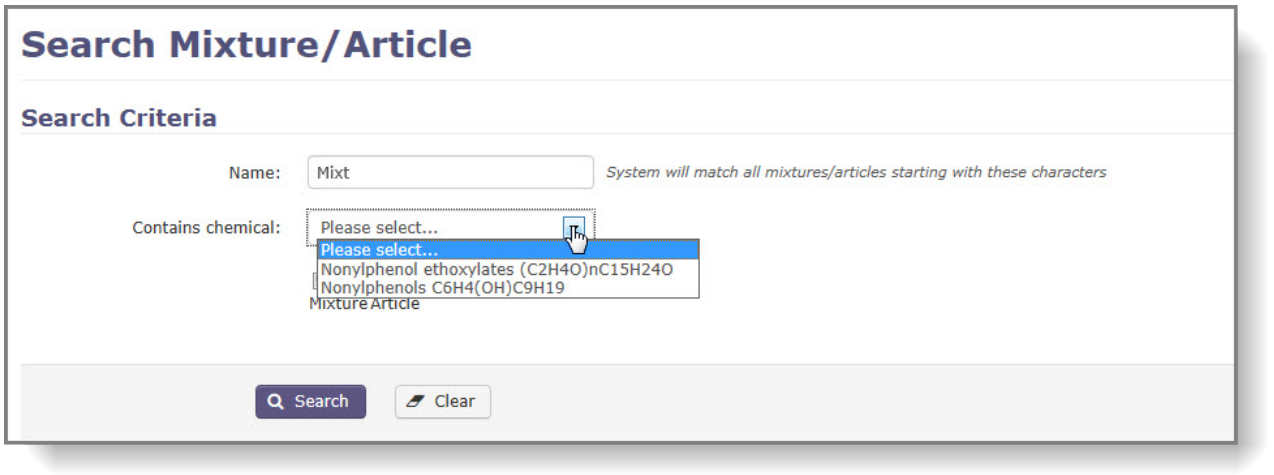
All mixtures created by you are listed in the search results (Figure 8).

Figure 8: Search results



You can also search by mixture name or by the Annex I chemical(s) it contains. This will result in a shorter and more accurate list of results. To search by the mixture name, enter at least the first few characters of the mixture name into the “Name” field and click on “Search”.
To search for a mixture by the Annex I chemical it contains, select the chemical from the drop-down list and click on “Search” (Figure 9).

Figure 9: Search by name / Annex I chemical



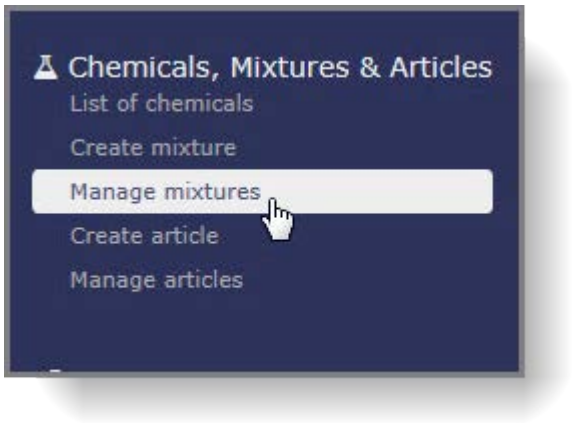
To see the details of a mixture, click on the name of the mixture, listed in the “Mixture / Article name” column of the search results.

4.1.7 Edit mixture

If you need to update the information related to a mixture, you must select “Manage mixtures”. The system will alert you if there is a notification with status “draft” or “pending resubmission” referencing the mixture you are about to edit. Any changes applied to the mixture before submission of the export notification will automatically be reflected in the notification form itself.

Click on the “Manage mixtures” (Figure 10) link on the left hand side menu.

Figure 10: Manage mixtures link

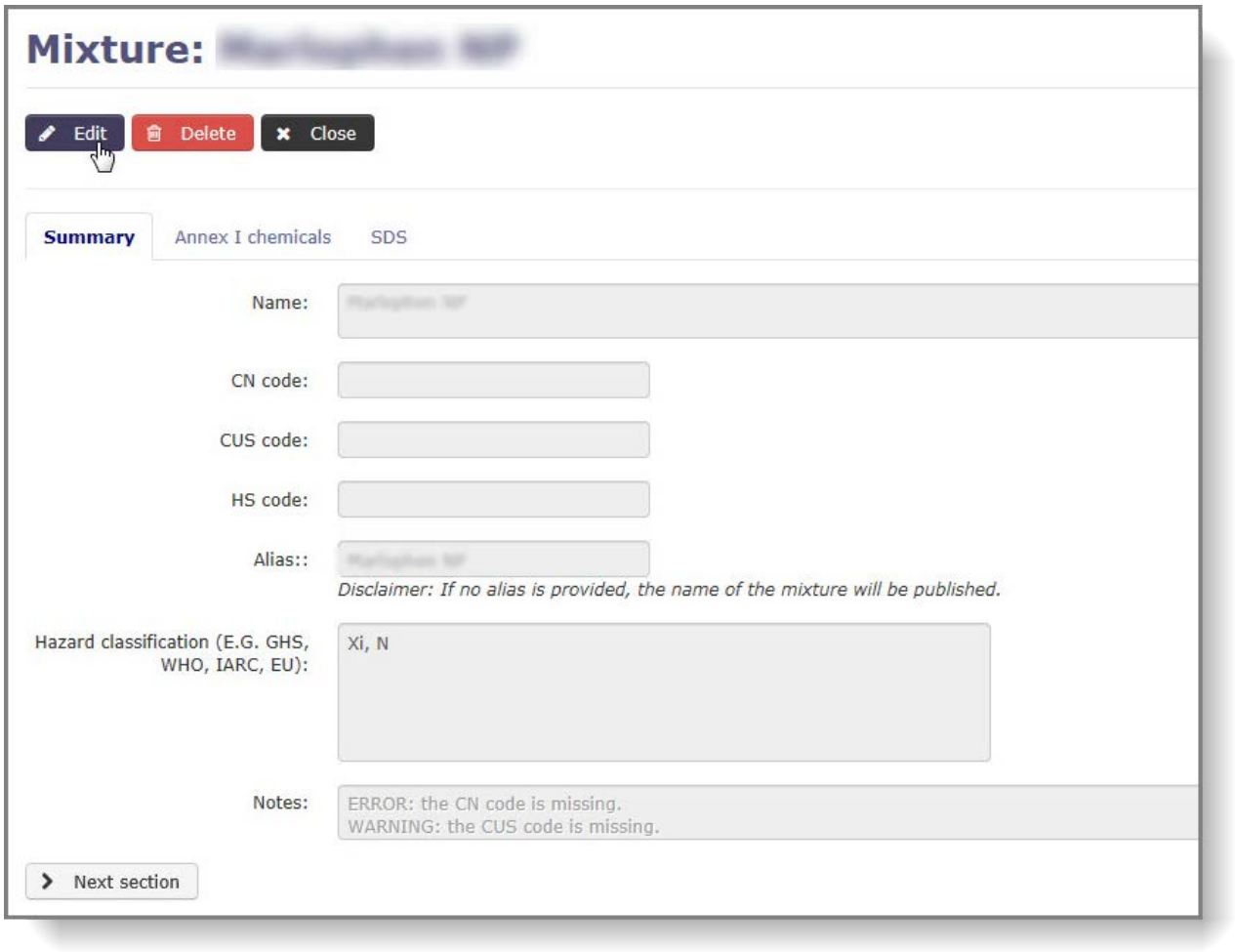


Search for the mixture you wish to edit and click on the mixture name (Figure 11). (Various methods on how to find previously created mixtures are described in Chapter 4.1.6.)

Figure 11: Search result - mixtures

Once you have opened the mixture you wish to edit, it will be displayed in read only mode by default. Click on “Edit” to apply changes (Figure 12).

Figure 12: Edit mixture



All previously entered information can be modified. You can find support on how to fill in the various fields in Chapters 4.1.2, 4.1.3 and 4.1.4.

Remember that changes are discarded unless you click on “Save & Close” or “Save”.

A mixture record can only be deleted if it has not been referenced in an export notification or special RIN request.

4.2 Articles

Notifications for articles are only required in case of chemicals listed in part 2 or part 3 of Annex I of the PIC regulation.

4.2.1 Create a new article

To add a new article to your library, click on “Create article” link, on the left hand side menu (Figure 13).

Figure 13: Create new article functionality

A new page with a header “Article” is now opened (Figure 14). The form consists of three sections with “Summary” tab displayed by default.

All mandatory fields are marked with an asterisk ✱.

Figure 14: Create article screen

4.2.2 Summary Tab

The first tab (Figure 14) contains fields to enter information regarding the identification and classification of the article. The following fields can be found in this section:

- Name: Enter the name of the article into this field (mandatory information)
- CUS code: Enter the European Customs Inventory of Chemical Substances identifier of the mixture into this field if available

- Alias: In this field, you have the possibility to provide an alternative name for your article. If left empty, upon dissemination the name of the article will be used
- Hazard classification: Provide the hazard classification of the Annex I chemical used within your article (mandatory information)

Once you have completed the above fields, navigate to the next tab.

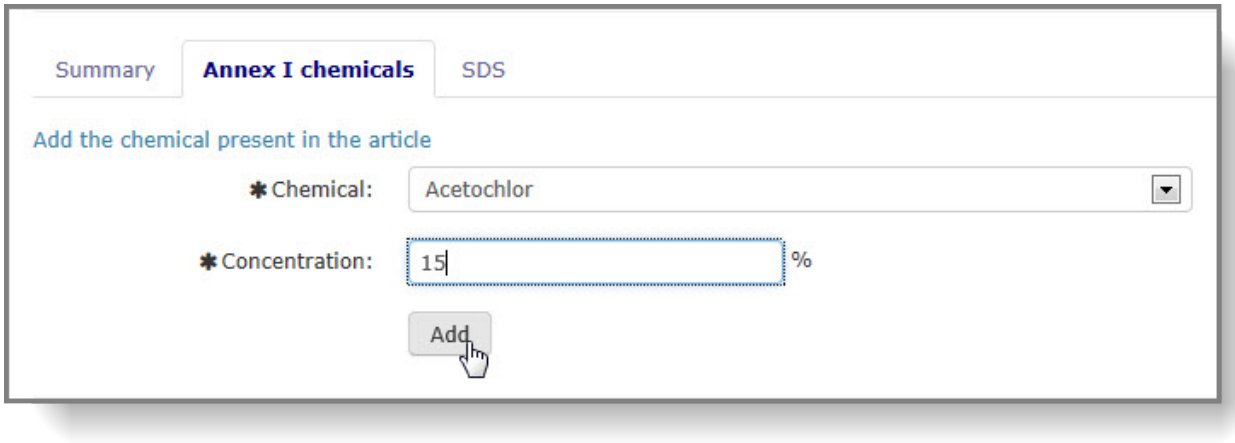
4.2.3 Annex I chemicals

In this tab (Figure 15) you are required to select the Annex I chemical and provide the concentration it is present within the article. Both fields are mandatory information. Once you have provided the required information, click on “Add”.

Should your article contain multiple Annex I chemicals, the above steps must be repeated for each chemical.

In case you wish to create an article containing a group element (e.g. arsenic oxide, CAS 1303-28-2), you should select a group entry (e.g. Arsenic compounds) from the drop down list and, if available, attach an appropriate SDS in order to specify which chemical is part of the exported article.

Figure 15: Annex I chemicals tab



You can edit a chemical that is part of the composition by clicking on the pencil icon.

You can delete the chemical from the composition by clicking on “X” icon (only visible if multiple Annex I chemicals are listed in the composition). An article must always contain at least one chemical. To delete this chemical from the composition, add a new one first.

Click on “Next section” and you are directed to the “SDS” tab.

4.2.4 SDS tab

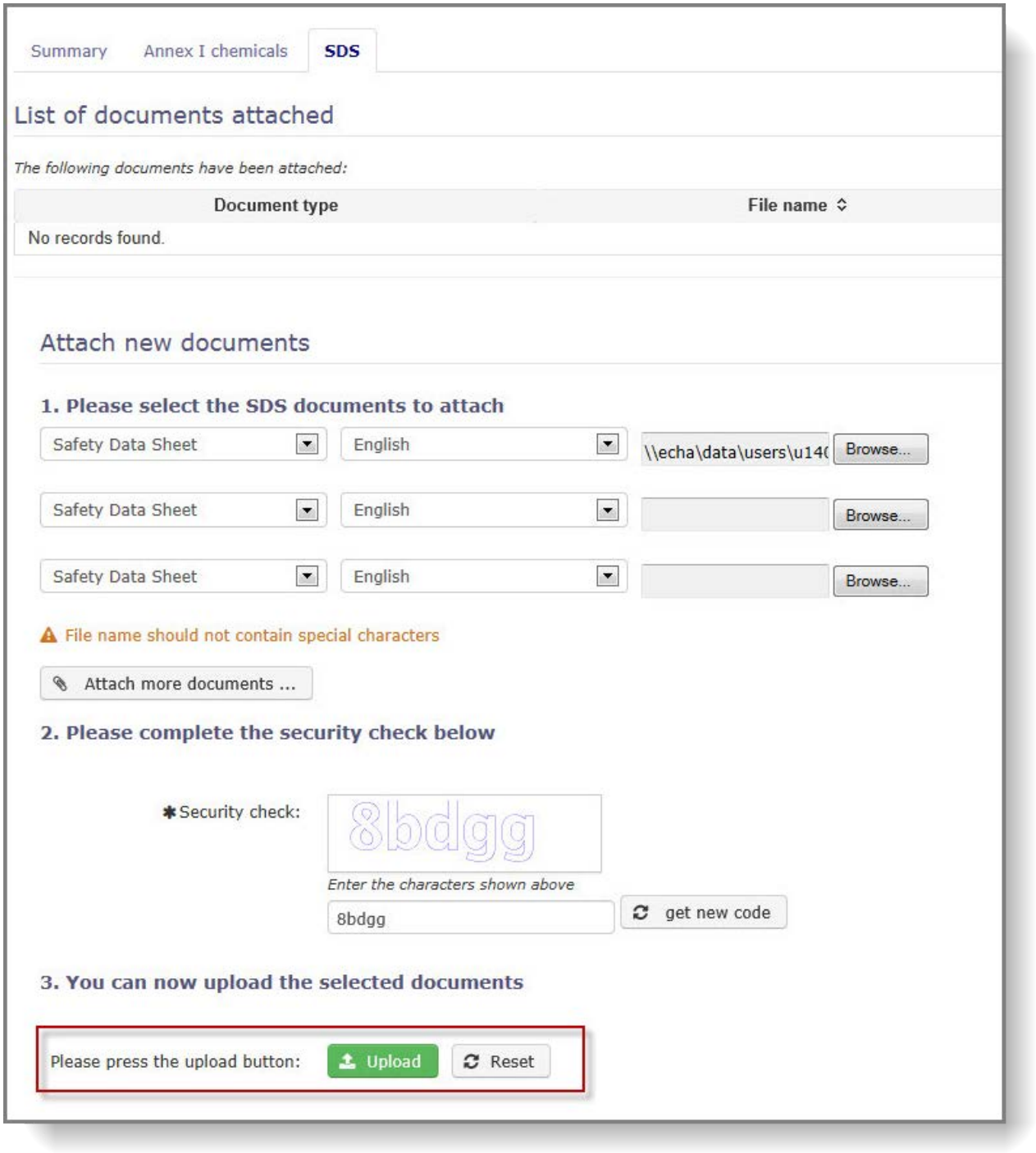
The SDS tab (Figure 16) allows you to attach a Safety Data Sheet to your article. The attached documents will be automatically included in the export notification(s) prepared for this article.

Please note that if you do not attach a SDS to your article, you will not have the

opportunity to do so while creating an export notification for this article.

In case you need to add (further) SDSs to your article at a later stage, you can do so by using the “Manage article” functionality..

Figure 16: SDS tab



First, select the language of the document from the drop down menu and click “Browse”. A pop-up window appears, where you can locate the file on your computer to attach.

It is strongly recommended to upload an English SDS, if available, since it

facilitates the processing of the export notification by your DNA and ECHA.

Once all the safety data sheets you wish to attach are selected, type the security code, or if the code is not easily readable, request the system to generate a new code by pressing the “get new code” button. To attach the safety data sheet(s) to your article, click on “Upload”.

The system will overwrite any existing file in case you upload a new file in a language that you had already used in the past.

4.2.5 Save & Close, Save and Cancel buttons

Once you have filled in all the required information, remember to save your article, otherwise no record will be created.

Save & Close	Saves the record, validates all the mandatory fields and returns the user to view mode.
Save	Saves the record and validates all the mandatory fields. In case of errors in the form, incorrect fields are highlighted in red with error messages.
Cancel	Cancels current data entries without saving and returns to home page.

4.2.6 Search for articles

To view and edit your previously created articles, click on the “Manage articles” (Figure 17) link on the left hand side menu.

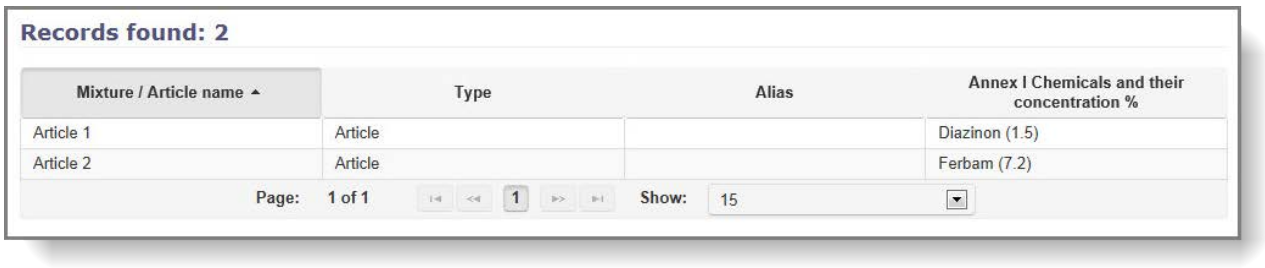
Figure 17: Manage articles link

To list all of your articles, select the check box “Article” and click on “Search” (Figure 18).

Figure 18: Search Mixture / Article screen

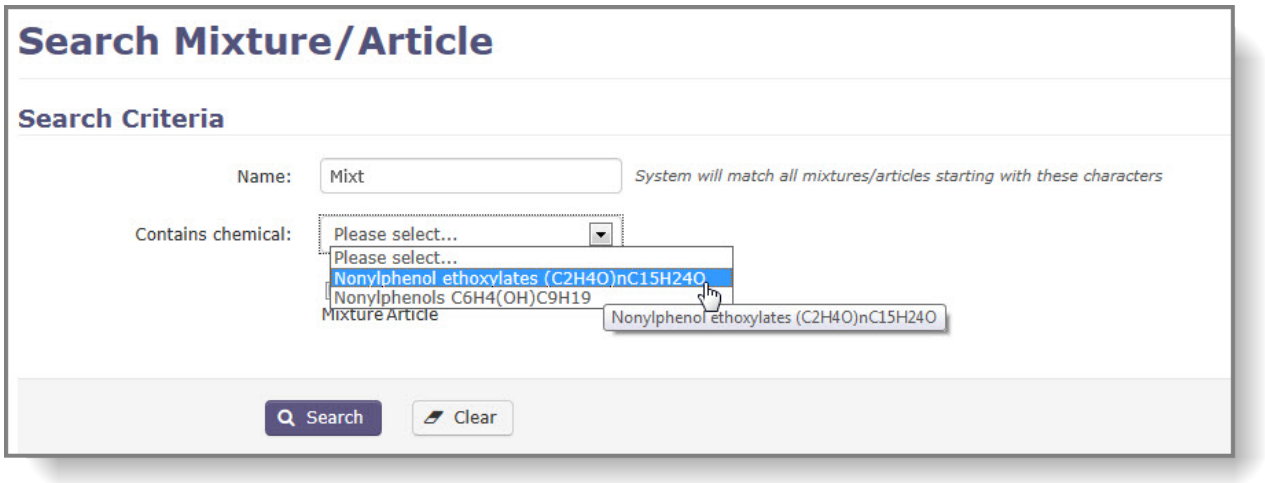
All articles created by you are listed in the search results (Figure 19).

Figure 19: Search results



You can also search by article name or by the Annex I chemical(s) it contains. This will result in a shorter and more accurate list of results. To search by the article name, enter at least the first few characters of the article name into the “Name” field and click on “Search”.
To search for an article by the Annex I chemical it contains, select the chemical from the drop-down list and click on “Search” (Figure 20).

Figure 20: Search by name / Annex I chemical



To see the details of an article, click on the name of the article, listed in the “Mixture / Article name” column of the search results.

4.2.7 Edit article

In case you would like to update information entered into the previously created article(s), you can edit them under “Manage articles”. The system will alert you if there is a notification with status “draft” or “pending resubmission” referencing the article you are about to edit. Any changes applied to the article before submission of the export notification will automatically be reflected in the notification form itself.

To begin, click on the “Manage article” (Figure 21) link on the left hand side menu.

Figure 21: Manage articles link

Search for the article you wish to edit and click on the article name (Figure 22). (Various methods on how to find previously created mixtures are described in Chapter 4.1.6.)

Figure 22: Search result - articles

Once you have opened the article you wish to edit, it is displayed in read only mode by default. In order to be able to amend the previously entered data, click on “Edit” (Figure 23).

Figure 23: Edit article

All previously entered information can be modified. You can find support on how to fill in the various fields in Chapters 4.2.2, 4.2.3 and 4.2.4.

Remember that changes are discarded, unless you click on “Save & Close” or “Save”.

An article record can only be deleted if it is not referenced in an export notification or special RIN request.

5. Create export notification

5.1 Export notification for a chemical

To create an export notification for a chemical, click on the “Notification for chemical” link (Figure 24) from the left hand side menu.

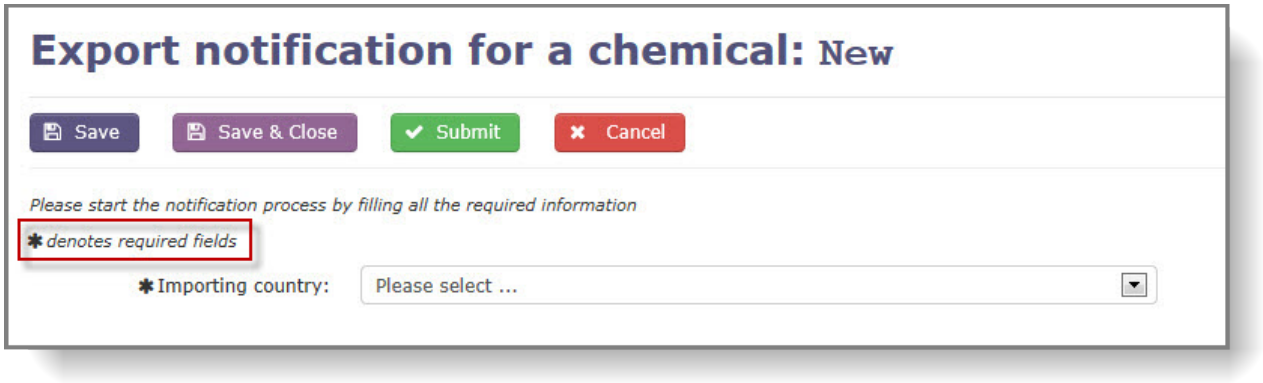
Figure 24: Create export notification for a chemical screen

A new page, “Export notification for a chemical” is displayed. The export notification form consists of six sections, organised in tabs. Additionally, a common area (Figure 25) at the top of the screen is visible for all sections. The common area is where the importing country and operators, such as “Save”, “Submit” or “Cancel” can be found.

“Section 1” is displayed by default when the Export notification form is opened.

Mandatory fields are marked with an asterisk * throughout the form.

Figure 25: Common area – Section 1



To begin, select the **importing country** from the drop down list in the common area. (Figure 25)

5.1.1 Section 1: Identity of the chemical subject to the export notification

The following fields can be found in “Section 1”:

“Common name”: Select your chemical from the drop down list. The list contains all chemicals

of Annex I. This field is mandatory if no EC number or CAS number is specified.

In case the substance to be exported is listed in Annex I as part of a group entry, it is mandatory to specify CAS number or EC number (when available). The generic group entry cannot be selected. For example, if company wishes to export arsenic bromide (substance is part of the group “Arsenic Compounds”), (s)he cannot identify the substance as “Arsenic Compounds”, but has to use either the CAS #: 64973-06-4 or EC #: 265-296-8 to specify the substance.

Once the common name is selected, or the CAS/EC number is provided, if available, the codes for sections 1.3.1 – 1.3.4 are pre-filled by the system. As soon as a chemical is specified in “Section 1”, the common area in the upper part of the form will display information regarding which part of Annex I the substance belongs to (Figure 26).

“Chemical name according to internationally recognised nomenclature (e.g. IUPAC)”: If available, provide the name of the Annex I chemical used.

“CAS number”, “EC number”: Although not mandatory, in case of export of a chemical covered by a group entry in Annex I (e.g. tributyltin compounds), it is preferable to enter the CAS or EC number into the relevant field(s) in order to specify exactly which chemical the export notification refers to. If a known CAS# is entered, the system will fill the “Common name” field automatically. Alternatively, the “Common name” of the group entry can be selected from the dropdown list.

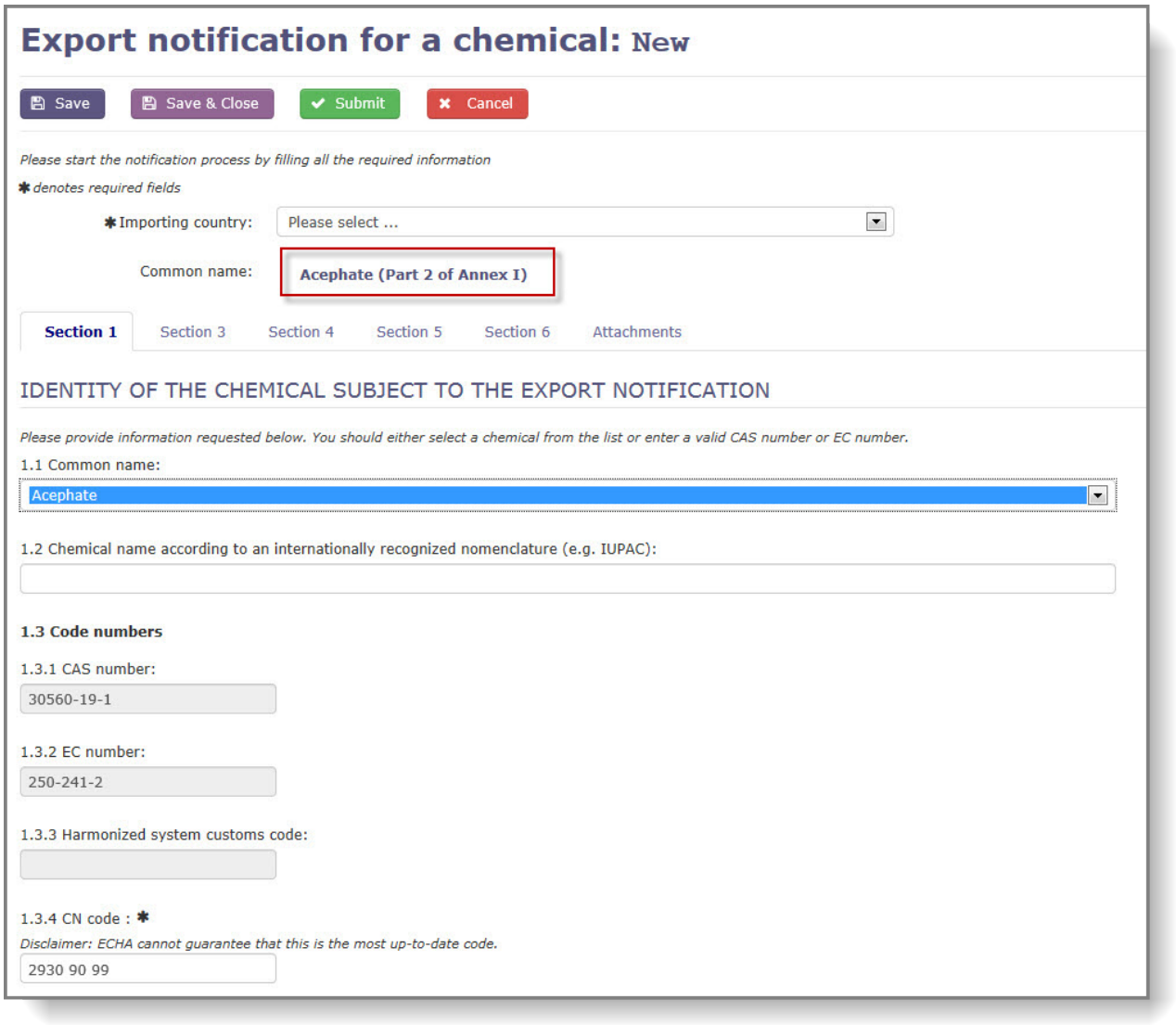
If you wish to enter specific CAS or EC # of a substance covered by a group entry, you can do it so by entering those information without selecting the substance from the drop-down list in the “Common name” section.

“Harmonized system customs code”: Enter the HS code for the Annex I chemical into this field. Please note that whereas ePIC will always pre-fill the CAS/EC numbers for the selected chemical (provided that they exist), the HS code may not always be available and ECHA is in any case cannot guarantee that the one provided is the most up-to-date. It is always the exporter’s responsibility to verify this information and to edit the field if necessary.

“CN code”: Enter the CN for the Annex I chemical into this field. Please note that whereas ePIC will always pre-fill the CAS/EC numbers for the selected chemical (provided that they exist), the CN code may not always be available and ECHA is in any case cannot guarantee that the one provided is the most up-to-date. It is always the exporter’s responsibility to verify this information and to edit the field if necessary.

“CUS code”: Enter the CUS code of the Annex I chemical into this field. The CUS code is a mandatory information for substances and mixtures for which a CUS code has been assigned. Please note that whereas ePIC will always pre-fill the CAS/EC numbers for the selected chemical (provided that they exist), the CUS code may not always be available and ECHA is in any case cannot guarantee that the one provided is the most up-to-date. It is always the exporter’s responsibility to verify this information and to edit the field if necessary.

Figure 26: Section 1


Export notification for a chemical: New
Save
Save & Close
Submit
Cancel
Please start the notification process by filling all the required information
* denotes required fields
* Importing country:
Please select ...
Common name:
Acephate (Part 2 of Annex I)
Section 1
Section 3
Section 4
Section 5
Section 6
Attachments
IDENTITY OF THE CHEMICAL SUBJECT TO THE EXPORT NOTIFICATION
Please provide information requested below. You should either select a chemical from the list or enter a valid CAS number or EC number.
1.1 Common name:
Acephate
1.2 Chemical name according to an internationally recognized nomenclature (e.g. IUPAC):
1.3 Code numbers
1.3.1 CAS number:
30560-19-1
1.3.2 EC number:
250-241-2
1.3.3 Harmonized system customs code:
1.3.4 CN code : *
Disclaimer: ECHA cannot guarantee that this is the most up-to-date code.
2930 90 99

"Other numbers": If you wish to use additional identifiers, in the first column describe the numbering system, while in the second column provide the identifier.

5.1.2 Section 3: Information concerning the export

"Expected date of first export": Enter the expected date of export manually or by selecting the date from the calendar. The export date cannot be earlier than 35 days from the submission date of the notification. (Mandatory information)

"Emergency Situation" checkbox: If the export of the chemical relates to an emergency situation where any delay may endanger public health or the environment, select this checkbox. The justification field below the checkbox becomes available. Providing a justification for the emergency situation is mandatory[1] in order to obtain the special RIN,

1

An exemption from the obligation to notify no later than 35 days before the expected day of export may be granted, at the reasoned request of the exporter or the importing Party or other country, where the export of the chemical relates to an emergency situation for which any delay may endanger public health or the environment in the importing Party or other country. (Article 8(5) of Regulation (EU) No 649/2012)

which is required for this kind of export.

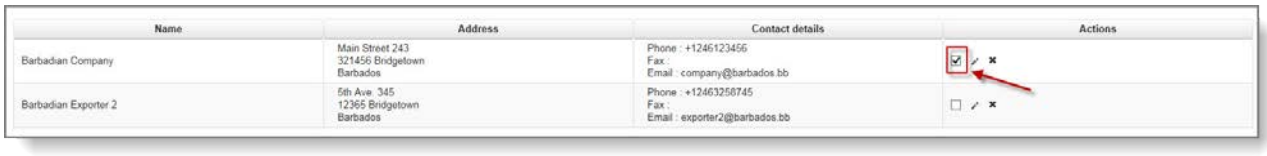
“Expected yearly amount of the substance/mixture”: Enter the expected *yearly* amount of the chemical to be exported and select the unit (Kg/L) from the drop down list. Only a dot (.) can be used as a decimal point. (Mandatory information)

“Foreseen category in importing country”: Indicate the foreseen use category in the importing country by selecting the relevant tick box(es). Provide the information about the foreseen uses in the displayed free text field(s). (Mandatory information)

It is recommended to be as accurate as possible in describing the intended use, especially if an explicit consent is required for the export, because this information helps the importing country DNA in their decision-making.

“Importer name, address, telephone, fax and e-mail”: Click on the “+ Manage importers” button in order to select the importing company(ies) for this export notification. The relevant importer(s) can be selected by marking the checkbox in the “Actions” column (Figure 27). If the list of companies displayed is empty, a new company can be added. More information on how to add a new company into ePIC can be found in chapter 5.1.2.1. The inclusion of at least one importer is mandatory.

Figure 27: Select exporter

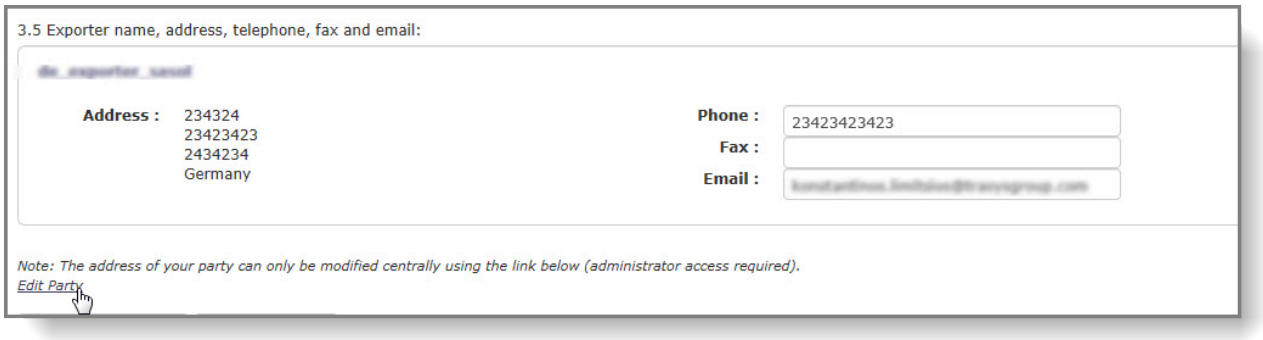


“+ Manage importers” button is only available after an importing country has been selected.

It is possible to specify more than one importer if necessary. In this case, all the relevant importers have to be added to the database and selected.

The exporter details are pre-filled from the ECHA Accounts module. You may edit the phone, fax and email information if you wish to refer to a specific person/contact in this export notification (Figure 28). The address of your Party can only be modified centrally (by a user who is also the ECHA Accounts manager) by using the available link.

Figure 28: Exporter details in ePIC



5.1.2.1 Encoding contact details of a trade partner in ePIC

Trading partners in ePIC are stored in a company specific database. Both exporters and importers are stored together, grouped based on the country they are based in.

The list of companies can be managed while creating a new export notification/special RIN or during the revision of the annual Article 10 report. The database can be accessed in different ways, depending on the task the user is handling:

- Export notifications: exporters can be accessed from section 3.4. To do so, click on the "Manage Importers" button.
- Special RIN requests: exporters can be accessed from the "Export Information" tab. To do so, click on the "Manage Importers" button.
- Article 10 report: Click on the pencil in the "Exporters" / "Importers" column.

Once the user is in the "manage trade partners" sections of ePIC (Figure 29), (s)he will be presented with the list of trading partners in the country to which the export notification/special RIN is addressed. In case the list is empty, or does not contain the specific trade partner that is to be reported, the user should create a new company record, by clicking on the "+ New company" button (Figure 30).

Figure 29: Manage Trade Partners

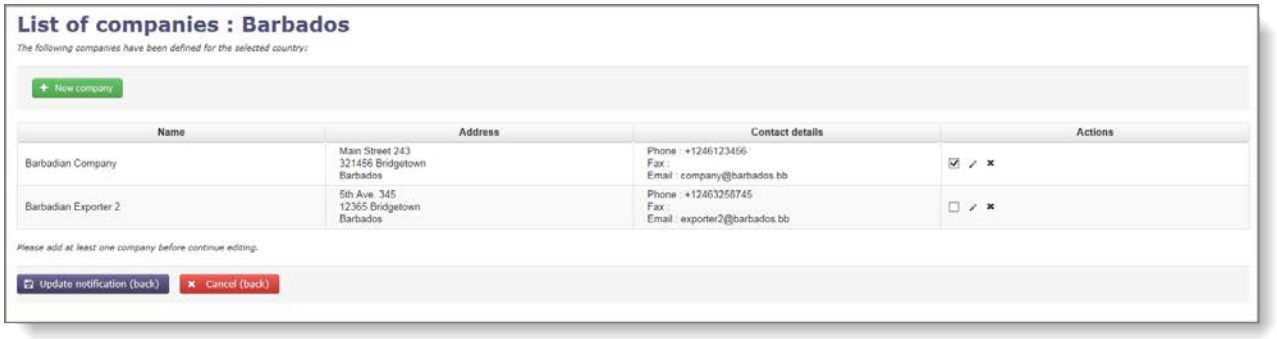
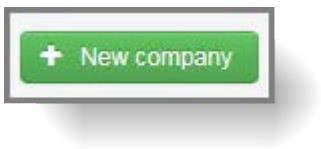
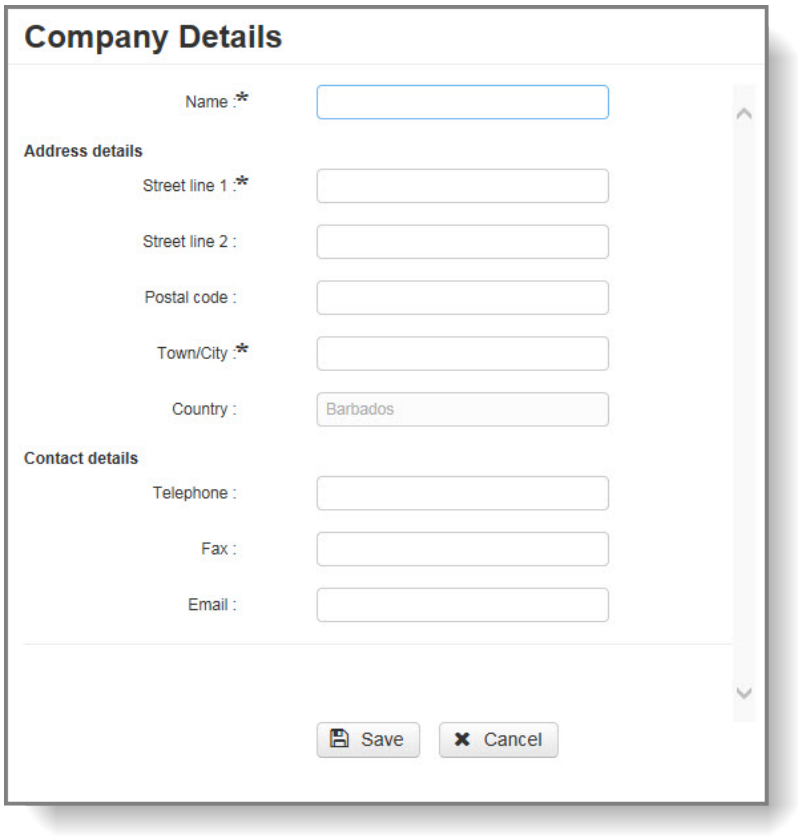


Figure 30: Add New Trade Partner



A pop-up form will be displayed, where the contact details of the trade partner should be entered. Once completed, click on the "Save" button to store the details in the database.

Figure 31: Encoding a New Trade Partner



Managing the contact details is possible by clicking on the pencil icon in the “Actions” column.

To delete a contact detail, the user should click on the “X” icon in the “Actions” column.

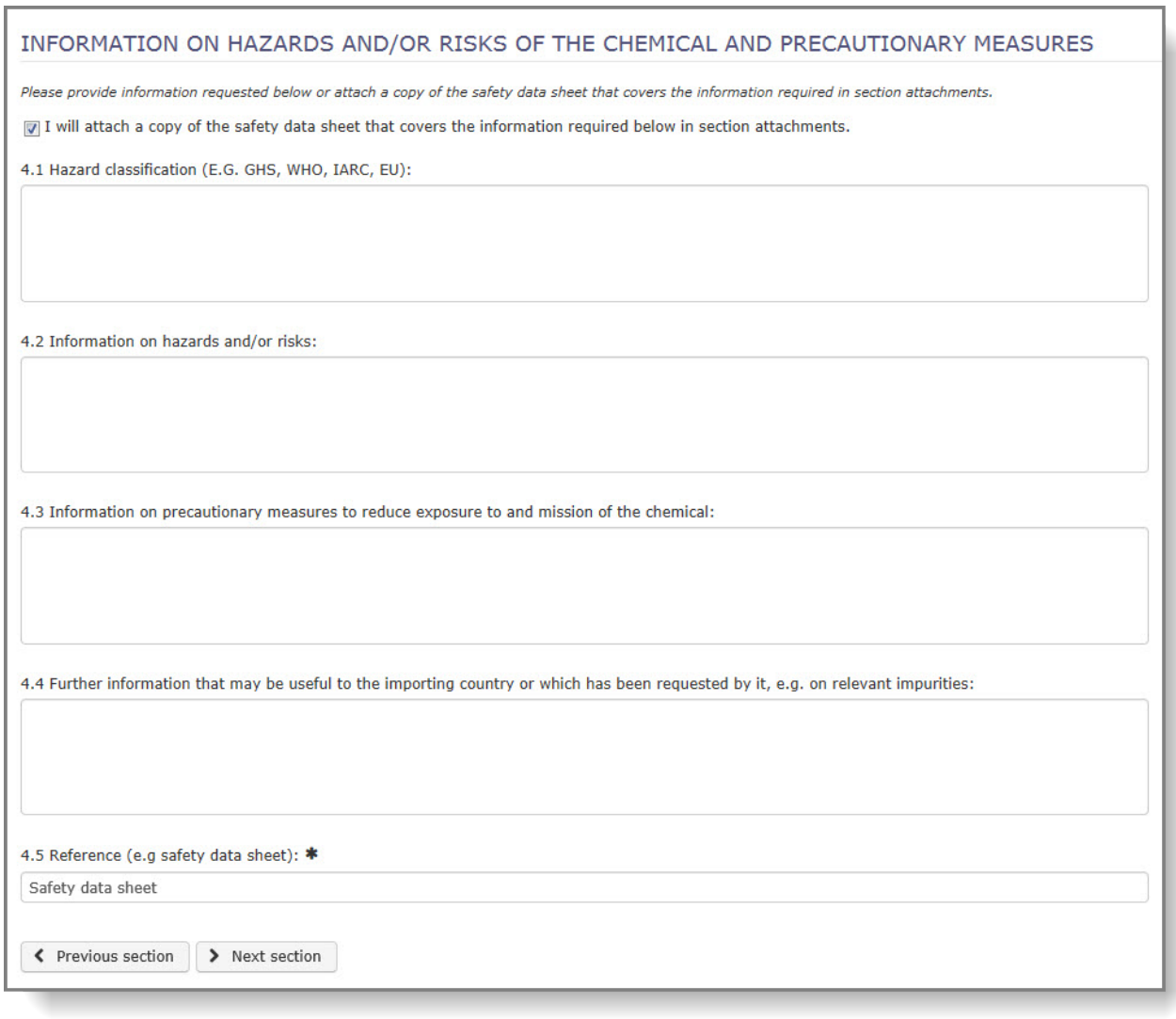
5.1.3 Section 4: Information on hazards and/or risks of the chemical and precautionary measures

When filling in section 4, there are two options:

- If you intend to attach a Safety Data Sheet to the export notification, filling in fields 4.1-4.4 is no longer mandatory. To indicate that the information for section 4 is provided in a SDS, mark the check box “I will attach a copy of the safety data sheet that covers the information required below in section attachments”. Section 4.5 is automatically filled with “Safety Data Sheet” and sections 4.1-4.4 become optional.
- If no SDS is attached to the export notification, sections 4.1 – 4.4 are to be filled in with the relevant hazard and risk management information. (Sections 4.1 – 4.4 are mandatory fields and 4.5 is optional)

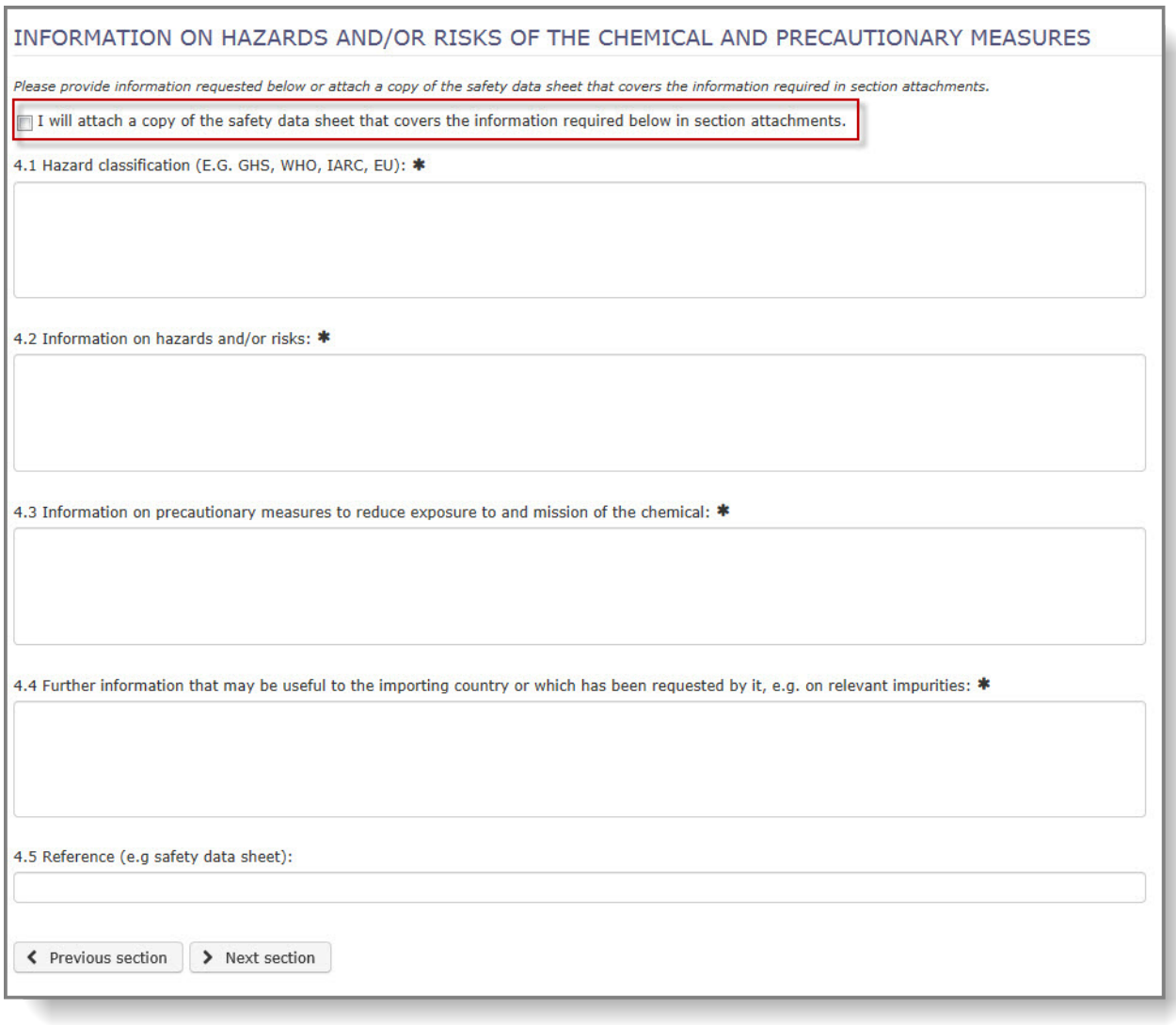
If the check box is selected and a SDS is attached, fields 4.1 -4.4 (Figure 32) and 5.1 are considered as optional. Field 4.5 is mandatory and pre-filled with “Safety data sheet” as the default value.

Figure 32: Section 4


INFORMATION ON HAZARDS AND/OR RISKS OF THE CHEMICAL AND PRECAUTIONARY MEASURES
Please provide information requested below or attach a copy of the safety data sheet that covers the information required in section attachments.
I will attach a copy of the safety data sheet that covers the information required below in section attachments.
4.1 Hazard classification (E.G. GHS, WHO, IARC, EU):
4.2 Information on hazards and/or risks:
4.3 Information on precautionary measures to reduce exposure to and mission of the chemical:
4.4 Further information that may be useful to the importing country or which has been requested by it, e.g. on relevant impurities:
4.5 Reference (e.g safety data sheet): *
Safety data sheet
Previous section
Next section

If the check box is <u>not</u> selected, fields 4.1 -4.4 and 5.1 are mandatory (Figure 33).

Figure 33: Mandatory fields in section 4


INFORMATION ON HAZARDS AND/OR RISKS OF THE CHEMICAL AND PRECAUTIONARY MEASURES
Please provide information requested below or attach a copy of the safety data sheet that covers the information required in section attachments.
I will attach a copy of the safety data sheet that covers the information required below in section attachments.
4.1 Hazard classification (E.G. GHS, WHO, IARC, EU): ✱
4.2 Information on hazards and/or risks: ✱
4.3 Information on precautionary measures to reduce exposure to and mission of the chemical: ✱
4.4 Further information that may be useful to the importing country or which has been requested by it, e.g. on relevant impurities: ✱
4.5 Reference (e.g safety data sheet):
Previous section
Next section

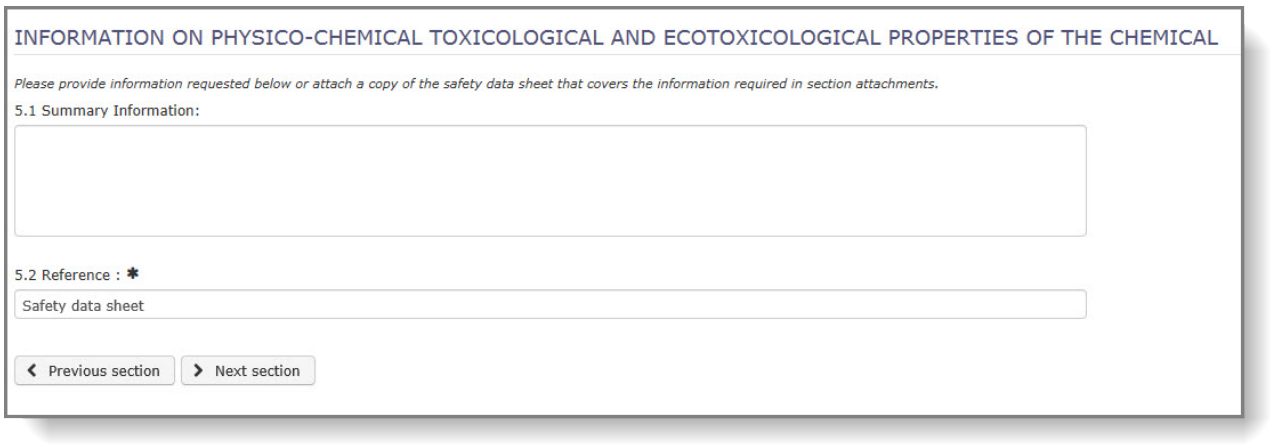
5.1.4 Section 5: Information on physico-chemical toxicological and ecotoxicological properties of the chemical

As for section 4, the requirements of section 5 are dependent on whether you intend to attach a Safety Data Sheet to your export notification.

In case you do not attach an SDS, field 5.1 becomes mandatory.

If in section 4 you have declared that you will attach an SDS to your notification, field 5.2 is mandatory and pre-filled with “Safety data sheet” as the default value (Figure 34).

Figure 34: Mandatory fields in section 5


INFORMATION ON PHYSICO-CHEMICAL TOXICOLOGICAL AND ECOTOXICOLOGICAL PROPERTIES OF THE CHEMICAL
Please provide information requested below or attach a copy of the safety data sheet that covers the information required in section attachments.
5.1 Summary Information:
5.2 Reference : ✱
Safety data sheet
Previous section
Next section

5.1.5 Section 6: Summary information on final regulatory action taken by the exporting country

"Summary of and reasons for the final regulatory action and date of entry into force": Enter into this field the summary of regulatory restrictions and reasons for them. Alternatively, you can easily fill-in the free text field by clicking one of the English, French or Spanish buttons – depending on which language the notification should be prepared –, if this information is available in ePIC (Figure 35). In case this information is not available in ePIC yet, the button will not be active (i.e. it is grey and does not "respond" if you click on it), and you should seek assistance from your DNA. (mandatory information)

In case the regulatory information is only available in English, but not yet in the other convention languages, use the English version instead of the French or Spanish.

Figure 35: Final regulatory action

SUMMARY INFORMATION ON FINAL REGULATORY ACTION TAKEN BY THE EXPORTING COUNTRY
Please provide information requested below.
6.1 Summary of and reasons for the final regulatory action and date of entry into force : ✱
Regulatory restrictions:
English
French
Spanish

Once you have clicked on one of the buttons representing the different language versions of the regulatory information, a pop-up window will appear, showing the legal text. Click on the "Update" button and the text will be copied into field 6.1.

"The final regulatory action has been taken for the category": These checkboxes are to indicate whether the regulatory restriction within the EU was introduced for the "industrial chemical" or "pesticide" use category. The information is pre-filled based on the Annex I chemical selected.

(mandatory information)

“Prohibited uses” / “Allowed uses”: At least one of the free text fields must be filled in with the relevant information.

Maximum 500 characters can be entered into these fields.

Produced / Imported / Exported / Used: Provide estimation, where available, of the yearly quantities for the Annex I chemical subject to the export notification.

“Reference to the regulatory document”: Provide reference to any regulatory document that is relevant for the export notification.

5.1.6 Attachments

In the area “Attach new documents”, you may upload the SDS file or other supporting documents concerning your export.

In the first column select the document type you wish to upload, then select the language of the document from the drop down list and click “Browse”. A pop up window appears in order to browse for the file you wish to attach.

By default the system will offer you the possibility to upload three documents. Should you require more than three files to be attached, click on the “Attach more documents…” button.

Once you have selected the document(s) you wish to upload, type in the security code, or if the code is not easily readable, request the system to generate a new code by pressing the “get new code” button. To attach the document(s) to your notification, click on “Upload”.

It is strongly recommended to upload an English SDS, if available, since it facilitates the processing of the notification by your DNA and ECHA.

The system will overwrite any existing file in case you upload a new file in a language that you had already used in the past.

5.1.7 Save & Close, Save, Submit and Cancel buttons

Once you have filled in all the required information, you can proceed with the following four operators, which are present in the upper common area of the notification.

Saves the record and validates all the mandatory fields. In case of errors in the form, incorrect fields are highlighted in red with error messages.

Saves the record, validates all the mandatory fields and returns the user to view mode.

Saves the record, validates all the mandatory fields and proceeds to the submit page.

Cancels current data entries without saving and returns to home page.

5.2 Export notifications for mixtures / articles

In order to create an export notification for a mixture / article, you need to create your mixture / article first. See chapter 4, "*Create and Manage Mixtures/Articles.* The information provided in your mixture/article will automatically be reflected in the relevant fields of the notification form.

For the most part, creating an export notification for a mixture or an article is the same as creating one for a chemical. In this chapter you can find only those parts which are different.

To create a notification, select "Notification for mixture" or "Notification for article" link (Figure 36) from the menu on the left, depending on your needs.

Figure 36: Create export notification for a mixture

Export notification for a mixture/article screen is displayed. The form consists of six sections in separate tabs and a common area on top of the sections. Section 2 is displayed by default. Sections 3-6 are identical the export notification form for a chemical. See details in Chapter 5.1, Export notification for a chemical.

Mandatory fields throughout the form are marked with an asterisk *.

Start filling in your notification by selecting the **importing country** from the drop down list in the common area.

5.2.1 Section 2: Identity of the mixture / article to be exported

Select your mixture/article from the drop down list. The list contains all mixtures/articles created by you.

The fields 2.2 -2.4 and the table "Concentration and information of substance(s)" are filled-in automatically by the system once you have selected your mixture/article.

5.2.2 Attachments

The table ("List of documents attached") shows all documents, including the Safety data sheets uploaded for your mixture/article, with the English one (if available) pre-selected by default. You may select other linguistic versions of the SDS to include with the notification, by selecting the check box(es) in the Action column.

If a desired linguistic version is missing, you can add the SDS by editing the mixture/article in the "Manage mixtures" or "Manage articles" sections of ePIC.

If a specific linguistic version is not up-to-date, you can visit “Manage Mixtures”/“Manage articles” to upload the latest SDS of that language, which will overwrite the existing one.

Please note that any changes must be saved before navigating away from the page!

When returning to your notification’s attachments page after updating your mixture/article, the system will automatically reference the latest data entered, including the latest uploaded documents.

On the “Attachments” tab you may upload documents other than Safety Data Sheets, by selecting the document type, the language and browse a file to attach.

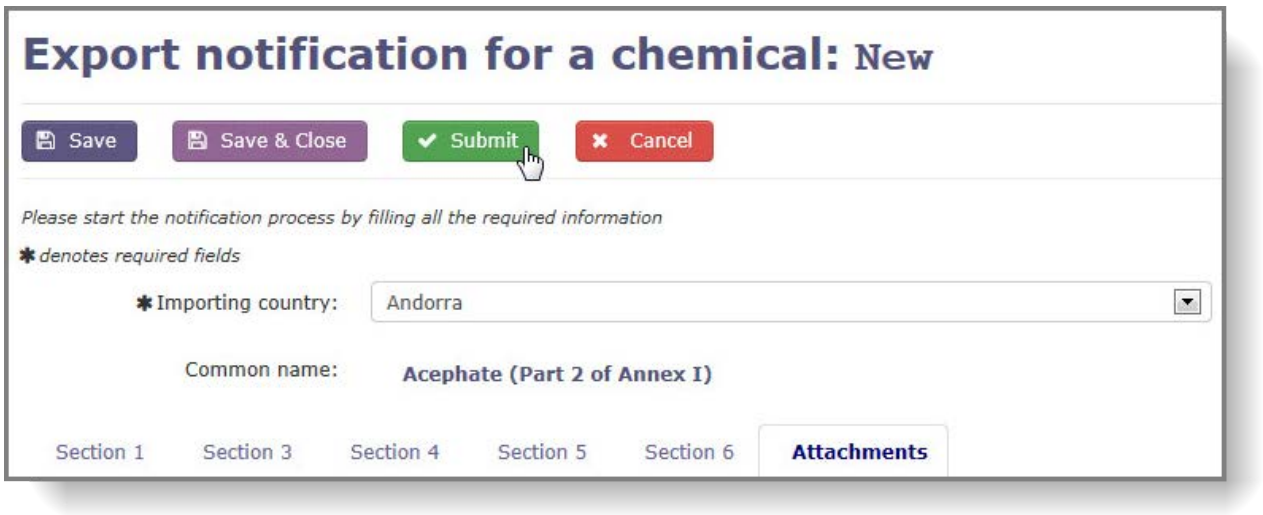
Type the security code, or if the code is not easily readable request the system to generate a new code, and press the “Upload” button.

Although not mandatory, it is recommended to attach an English SDS to the mixture/article, if available.

6. Submit export notification

Click on the green “Submit” button, that is displayed in the common area on top of the form (Figure 37).

Figure 37: Submit export notification



6.1 Draft notification without errors

A confirmation page is displayed if there are no errors in the export notification form.
The confirmation page summarises all the previously provided information from the notification, including the attachments. The corresponding RIN and the version number of the notification are displayed at the top of the screen.

If you need to correct any information in your notification, click on the “Continue editing” button and you will be directed back to the export notification form in edit mode. Press “Submit” and the confirmation page appears again, displaying the corrected form.

If you wish to send a message to your DNA, specifically about the notification that you are about to submit, you can do that in the free text field at the bottom of the summary page. The free text field allows 500 characters maximum.

Click on the “Submit notification to DNA” button to submit your notification. A new page, titled “Export notification submitted successfully” will confirm the successful submission and the RIN. (Figure 39)

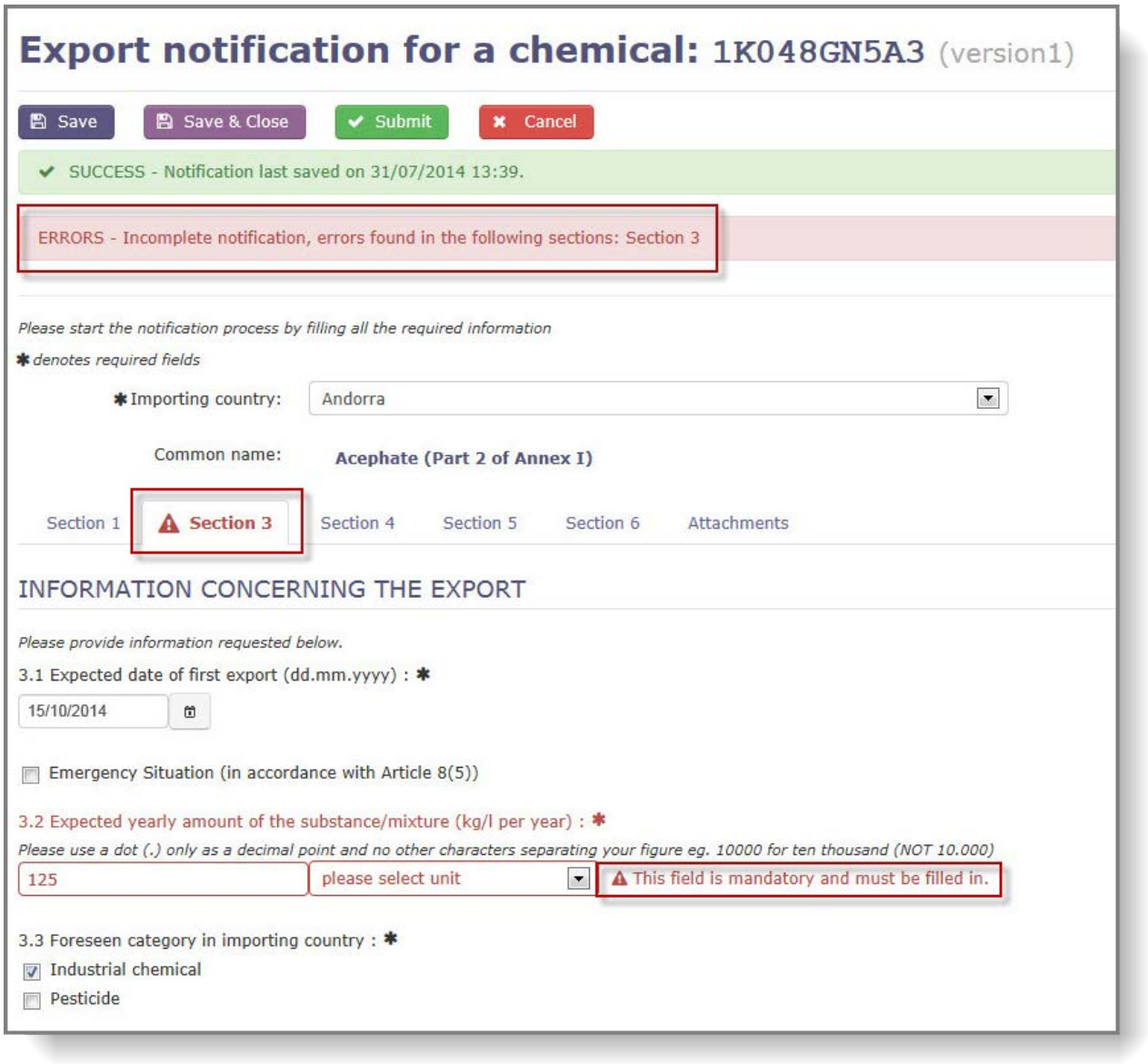
6.2 Incomplete draft notification

In case of errors in the notification form, the incorrect sections and fields are highlighted in red together with error message(s) (Figure 38).

The fields of the export notification are not automatically validated by changing between the various tabs. ePIC will re-check the contents of the fields only after

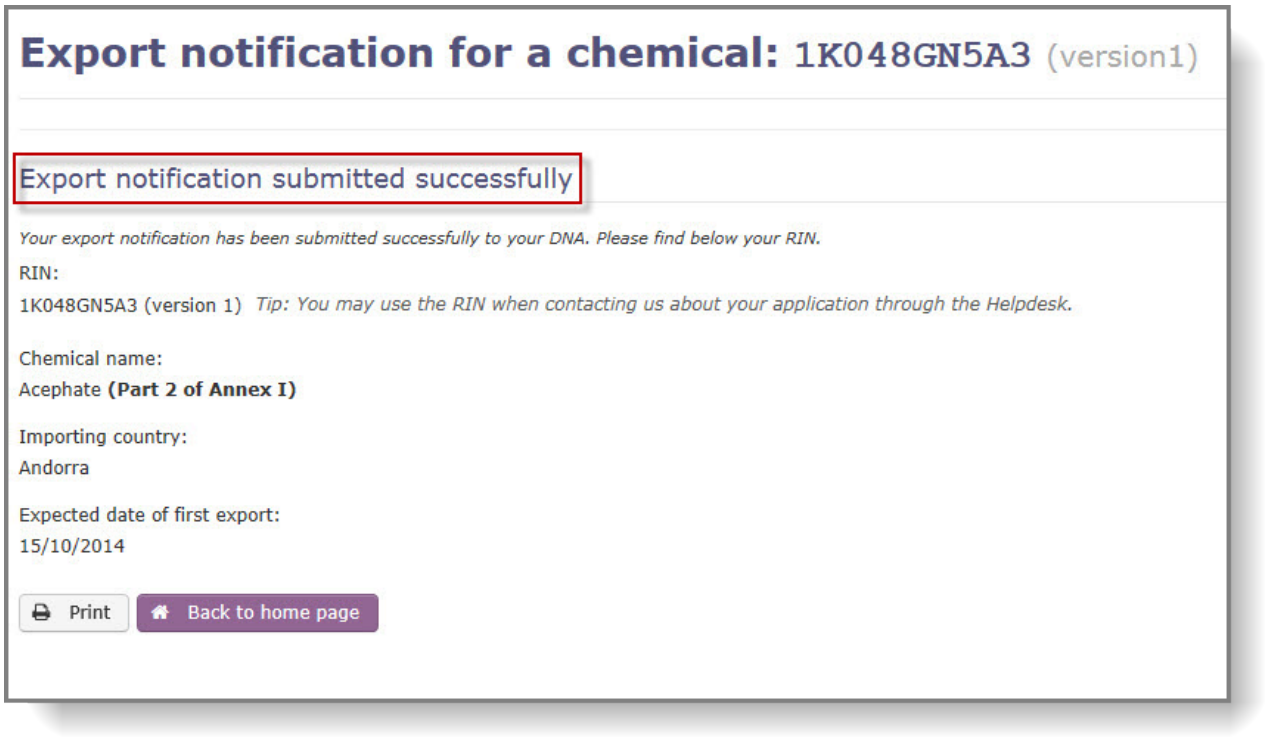
the user clicks on the “Save”, “Save & Close” or “Submit” buttons. Thus, any corrected field will continue displaying the error message until a re-validation is triggered.

Figure 38: Errors displayed in an incomplete notification


Export notification for a chemical: 1K048GN5A3 (version1)
Save
Save & Close
Submit
Cancel
SUCCESS - Notification last saved on 31/07/2014 13:39.
ERRORS - Incomplete notification, errors found in the following sections: Section 3
Please start the notification process by filling all the required information
* denotes required fields
* Importing country:
Andorra
Common name:
Acephate (Part 2 of Annex I)
Section 1
Section 3
Section 4
Section 5
Section 6
Attachments
INFORMATION CONCERNING THE EXPORT
Please provide information requested below.
3.1 Expected date of first export (dd.mm.yyyy) : *
15/10/2014
Emergency Situation (in accordance with Article 8(5))
3.2 Expected yearly amount of the substance/mixture (kg/l per year) : *
Please use a dot (.) only as a decimal point and no other characters separating your figure eg. 10000 for ten thousand (NOT 10.000)
125
please select unit
This field is mandatory and must be filled in.
3.3 Foreseen category in importing country : *
Industrial chemical
Pesticide

Once you have corrected the fields, press “Submit” and a confirmation page is displayed (Figure 39).

Figure 39: Successful submission screen

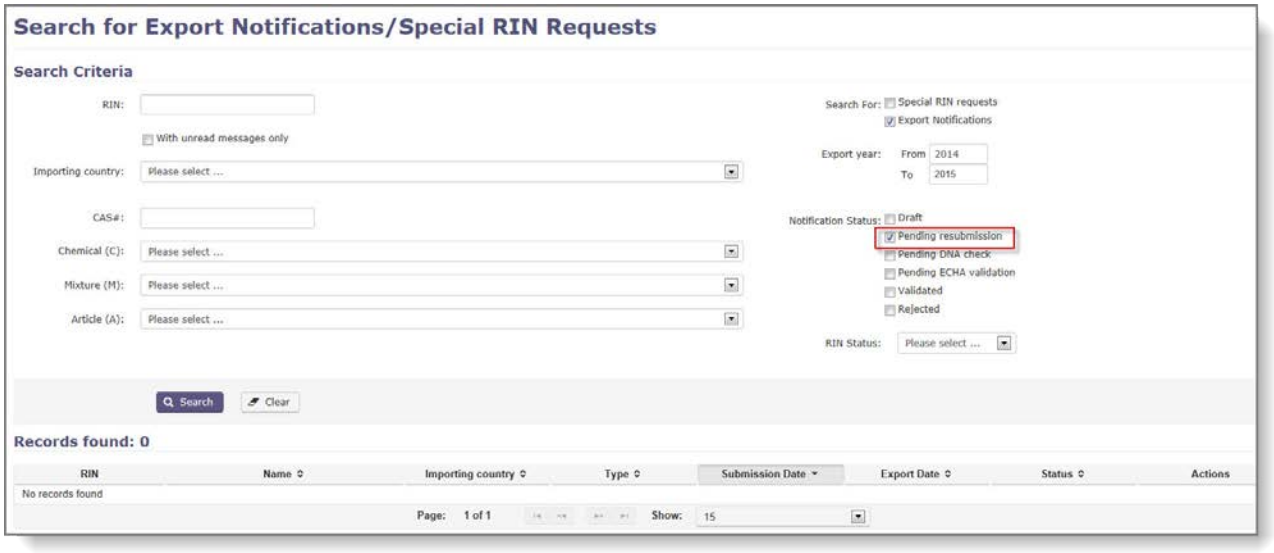

Export notification for a chemical: 1K048GN5A3 (version1)
Export notification submitted successfully
Your export notification has been submitted successfully to your DNA. Please find below your RIN.
RIN:
1K048GN5A3 (version 1) Tip: You may use the RIN when contacting us about your application through the Helpdesk.
Chemical name:
Acephate (Part 2 of Annex I)
Importing country:
Andorra
Expected date of first export:
15/10/2014
Print
Back to home page

7. Resubmit export notification

A submitted notification may be sent back to the exporter for corrections if the DNA or ECHA identifies incorrect/missing information or if the SDS is not the appropriate one. The status of the notification in this case will be “Pending resubmission”.

You may access notifications pending resubmission from the “Search & View” menu or from the “Notifications pending resubmission” tile, from the home page.(Figure 40).

Figure 40: Pending re-submission notification

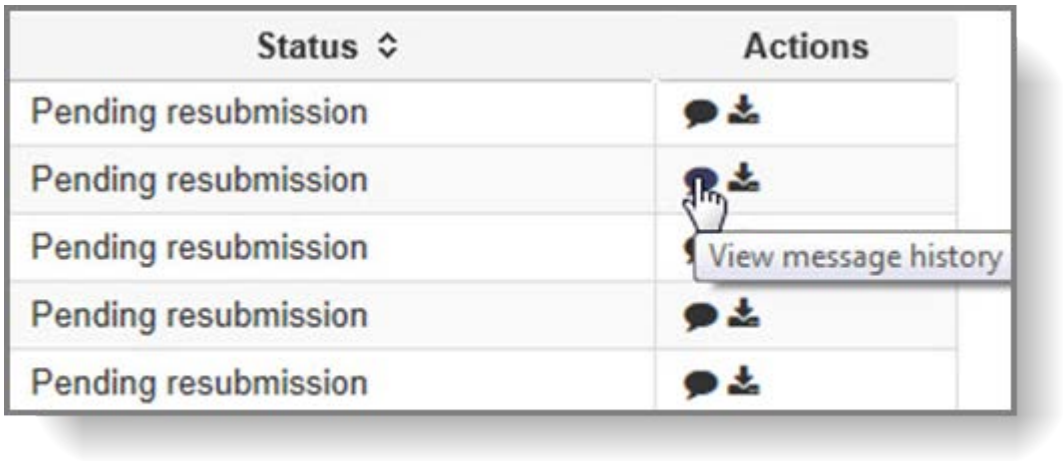


7.1 Accessing messages linked to an export notification

When the evaluating authorities (DNA or ECHA) request further modifications to the export notification they will always submit a message which describes the shortcomings of the notification. You can access this message from two distinct locations:

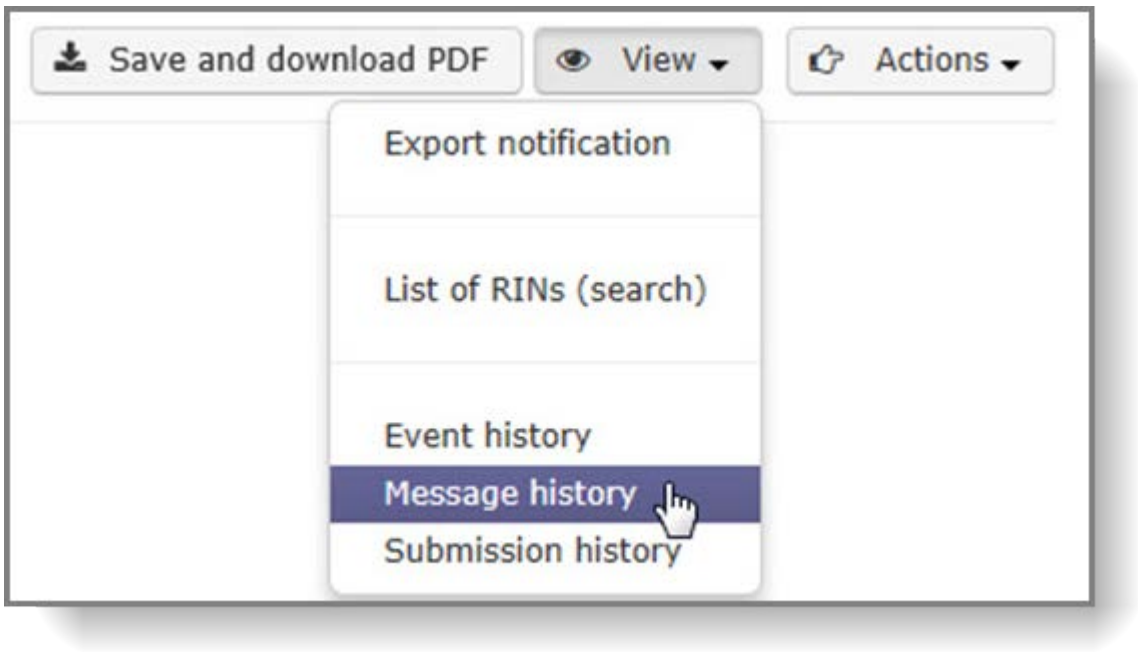
- Click on the message bubble icon under the Action column (Figure 41) in the Search results list, after filtering for notifications “Pending resubmission”.

Figure 41: Actions column displaying presence of a message from the authorities



- Alternatively you can open the notification and access the messages by selecting the "Message history" (Figure 42) from the "View" drop down menu.

Figure 42: View message history option



7.2 Resubmission of notification

Once filtered for notifications "Pending resubmission" in the "Search & View" section of ePIC, click on the RIN of the notification you wish to work on. The notification is now displayed in edit mode. Make the necessary corrections and resubmit your notification as described in Chapter 5.1, "Export notification for a chemical".

8. Duplicate notification

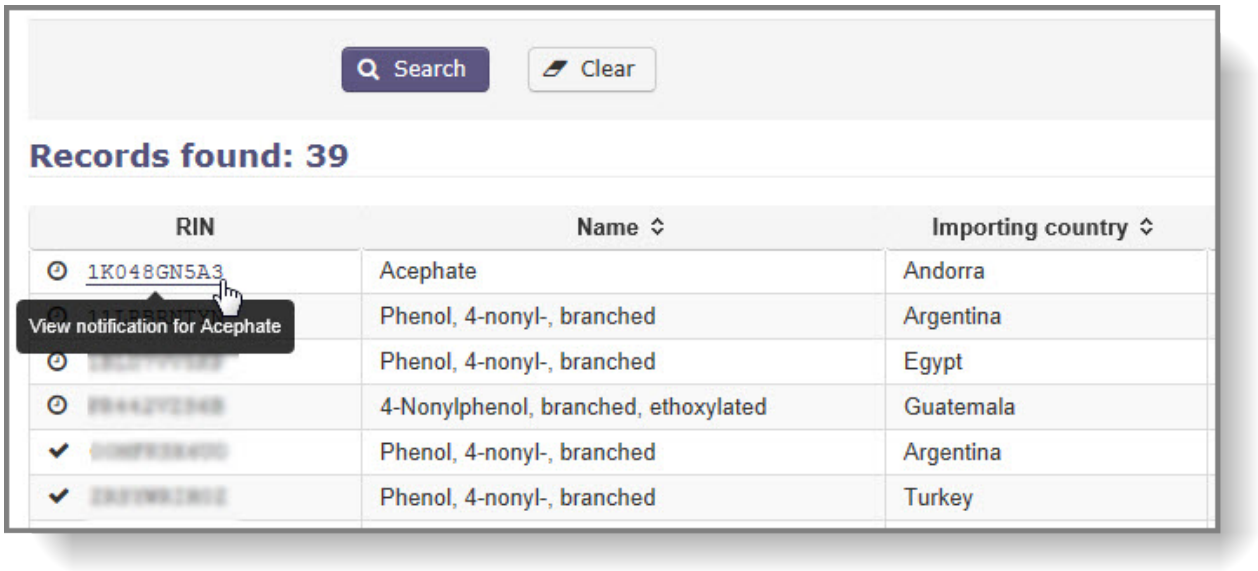
Any previously created notifications can be duplicated (e.g. if you need to resubmit the same notification as in previous year(s)), regardless of their final status.

Search for the export notification you wish to duplicate, by selecting the “Search & View” option (Figure 43) from the left-hand side menu of ePIC.

Figure 43: Search & View export notification

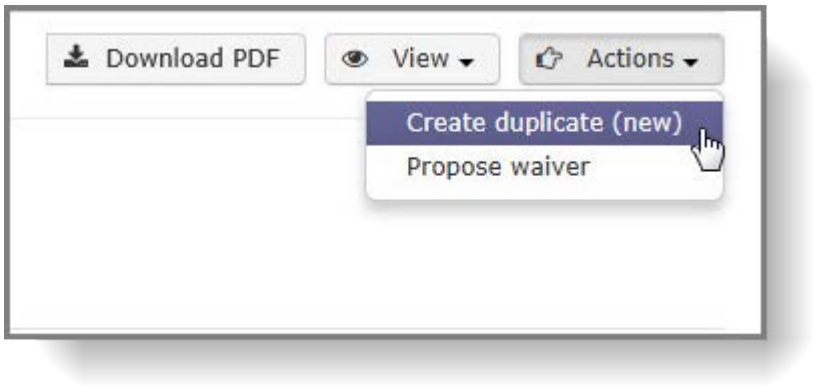
Perform your search with the relevant criteria (e.g. RIN / Chemical / Importing country / etc.) and from the list of results, click on the RIN of the notification you wish to duplicate (Figure 44).

Figure 44: View notification



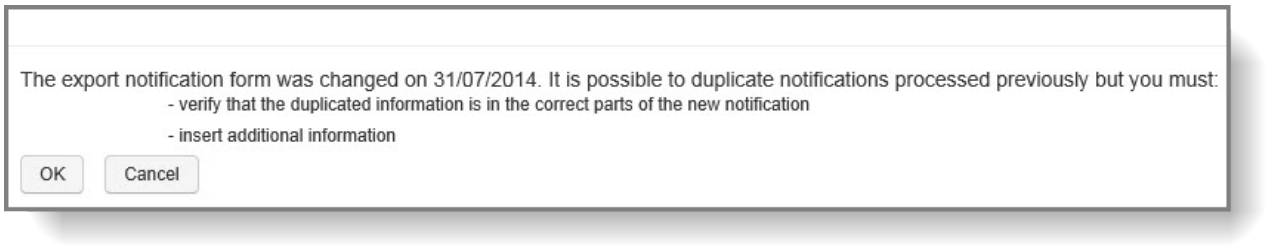
Once you have opened the notification, it is displayed in a read-only view. From the “Actions” drop down menu (available in the upper right section of the page) (Figure 45), select “Create duplicate (new)”.

Figure 45: Actions menu



A message reminding the exporter to verify the data contained in the notification (Figure 46) is displayed.

Figure 46: Duplicate notification creation tip message


The export notification form was changed on 31/07/2014. It is possible to duplicate notifications processed previously but you must:
- verify that the duplicated information is in the correct parts of the new notification
- insert additional information
OK
Cancel

To proceed, you have to accept the message by clicking on “OK”.

The system creates a new export notification, where data is automatically filled in based on the original notification. However, Sections 3.1 (Expected date of export) and 6.2 (The final regulatory action) are empty and highlighted in red. These fields are to be filled in manually. Guidance on how to fill in these sections can be found in Chapter 5.1.2, “Section 3: Information concerning the export” and Chapter 5.1.5, “Section 6: Summary information on final regulatory action taken by the exporting country”. You should also verify that the importer details and the expected amount (which will have been copied from the previous notification) are still applicable to the new one if not, you can edit them. Once finished with entering/editing the required information, you can submit the notification by clicking on the green “Submit” button in the upper-middle part of the page.

9. Special RIN

In this chapter, you can find guidance on how to prepare and submit the different types of special RIN request

9.1 Create a special RIN request

If you wish to export:

- an Annex I or Annex V chemical for research and analysis in quantities of 10 kg or less, per year and per importing country;
- a chemical listed in Annex I part 3 and a positive import decision is published in the PIC circular;
- if the importing country has waived its right to receive an export notification for this/all chemical(s)

a special RIN is required for administrative purposes. If approved by the DNA, a special RIN will allow the export to proceed through customs, when leaving the European Union.

To begin creating a special RIN, click on “Request for chemical/mixture/article” (depending on your need) in the Special RIN Request section of the left-hand side menu.

9.1.1 Export information

“Importing country”: Select the importing country from the drop-down list (mandatory field)

“Chemical to be exported”: In case the intended export is for an Annex I entry, that is referring to a single substance, select the relevant chemical from the drop-down list. However, if the export is for a substance that is covered by a group entry of Annex I, you must specify the CAS number of the substance in the field labelled “CAS #”.

If your special RIN request is for a mixture or for an article, the drop-down list will contain the mixtures/articles you have created.

“CAS #”: If a selection has been made from the drop-down list of chemicals, this field becomes read-only and the relevant information will be filled in automatically (if available). If exporting a chemical belonging to a group entry, instead of selecting the group entry name from the drop-down list, the exporter can specify the exact CAS number in this field. Once a CAS number that is recognised by ePIC is entered, fields in the “Chemical information” section of this page will be automatically populated with the correct information.

“CUS code: Enter the CUS code of the chemical or the mixture. Please note that completion of the CUS code is mandatory for all substances and mixtures for which a CUS code has been assigned.

“Expected date of export”: Select the intended date of export from the calendar that pops-up once you click on the calendar icon right from the field.

“Intended use”: Select the intended use of the chemical in the importing country from the drop-down list. (mandatory information)

“Intended use details”: If available, provide further details on the intended use in the importing country.

“Expected amount (per year)”: Select the unit (kg/l) and enter the expected amount exported. (mandatory information)

“Importer name, address, telephone, fax and email”: Provide the name, address and contact details of the importer. To enter importer contact details, click on “Add importer” button. Once completed all the necessary fields, click on “Save”.

If you are exporting the same substance under the same special RIN to multiple importers within the same country, the above steps must be repeated and all the importers should be included in your request.

The exporter details are pre-filled from the IdM module. You may edit the phone, fax and email information if you wish to refer to a specific person/contact in this export notification. The address of your Party can only be modified centrally (by a user who is also the IdM manager) by using the available link.

Once you have filled in all the necessary fields, click on the “Next section” button, to proceed to the second tab.

9.1.2 Attachments

Attach relevant supporting documents on this tab. Select the language of the document, then click on “Browse” to locate the file on your computer.

Type the security code, or if the code is not easily readable request the system to generate a new code, and press the “Upload” button.

Once all the required fields are filled in and all the documents necessary are attached, click on “Submit” to forward the request to your Designated National Authority.

9.2 Bulk Special RIN Request

This extension to the special RIN request is intended to be used in the following cases:

- a bulk (large number) of chemicals is to be exported to one or several countries
- one chemical is to be exported to several countries

with all individually fulfilling the conditions for a special RIN request. Each country request will be handled by the DNA as a separate case, and a dedicated RIN will be generated per case. The DNA reserves the right to reject the bulk request and ask you to submit multiple special RIN Requests instead.

This feature can be used for exports of Annex I chemicals or Annex V chemicals < 10Kg for Research or Analysis. Please note that Annex I and V chemicals cannot be submitted together – distinct submissions must be made for chemicals belonging to the two annexes.

To begin, click on the “Bulk request” link in the “Special RIN Request” section of the left-hand side menu of ePIC.

9.2.1 Export Information

Select the country(ies), where you are planning to export and add them to the list of “Importing countries” by clicking on the arrow pointing to the right between the two columns.

You can select multiple countries at once, by pressing the “Ctrl” button on your keyboard while selecting the countries one-by-one.

The exporter details are pre-filled from the IdM module. You may edit the phone, fax and email information if you wish to refer to a specific person/contact in this export notification. The address of your Party can only be modified centrally (by a user who is also the IdM manager) by using the available link.

Once you have filled in all the necessary fields, click on the “Next section” button, to proceed to the second tab.

9.2.2 Attachments

Upload two documents with your bulk special RIN. The first one (type “Bulk Special RIN request”) is the file that contains all relevant information regarding your request, while the second one (type “Information to Customs”) should be a subset of information from the first document, without the confidential information.

Your DNA will use the document uploaded as “Bulk Special RIN Request”, while the document labelled “Information to Customs” will be available for customs officials to check your shipment.

If you wish, you can upload further supporting documents to your request.

The format of the “Bulk Special RIN Request” file to be uploaded is determined by your DNA.

Type the security code, or if the code is not easily readable request the system to generate a new code, and press the “Upload” button.

Once all the required fields are filled in and all the documents necessary are attached, click on “Submit” to forward the request to your Designated National Authority.

9.3 Emergency waiver

In case the export of the chemical relates to an emergency situation[2] for which any delay may endanger public health or the environment, the exporter can request to waive certain obligations (e.g. minimum 35 days advance submission of the export notification and the explicit consent provision).

For most part, obtaining a special RIN for an emergency export is the same as creating an export notification for a chemical. In this chapter, you find instructions for those parts which are different. For all the other relevant steps, check Chapter

[2] An exemption from the obligation to notify no later than 35 days before the expected day of export may be granted, at the reasoned request of the exporter or the importing Party or other country, where the export of the chemical relates to an emergency situation in which any delay may endanger public health or the environment in the importing Party or other country. (Article 8(5) of Regulation (EU) No 649/2012)

5.1, Export notification for a chemical.

9.3.1 Section 3 – Information concerning the import

The checkbox “Emergency Situation (in accordance with Article 8(5))” must be selected. Once it is marked, the justification field below the checkbox becomes available. Providing a justification for the emergency situation is mandatory in order to obtain the special RIN, which is required for this kind of export.

9.3.2 Attachments

Additionally to any safety data sheet a document with the type “Emergency Situation” must be attached. This document should provide detailed explanation on the nature of the emergency situation.

10. Keeping track of your notifications

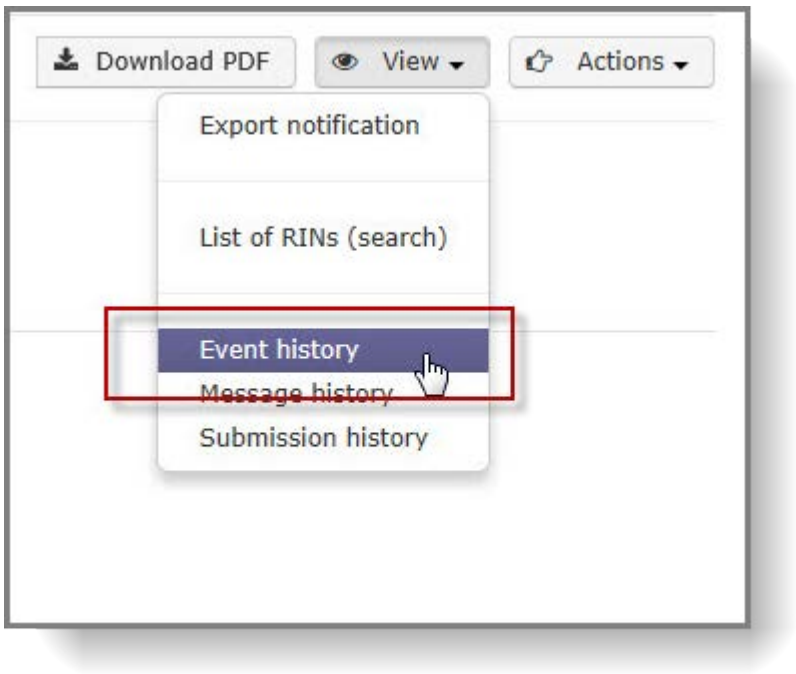
10.1 Event history

Using the event history functionality of ePIC, exporters can follow the progress of the submitted export notification. The report will display information on the events that concern the notification, such as:

- Submission
- Resubmission,
- DNA Check,
- ECHA Validation,
- ECHA Activation,
- DNA Request for Explicit Consent,
- Waiver request,
- DNA Record of a response to an explicit consent request.

To access the event history of an export notification, first search for the relevant notification. Once you have opened it, select “Event history” from the “View” drop-down menu on the upper-right corner of the page (Figure 47).

Figure 47: Link to "Event history"



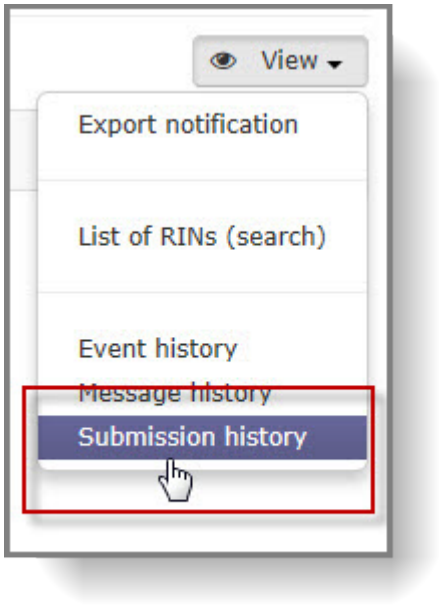
10.2 Submission history

Using the “Submission history” feature of ePIC, the exporter can compare – if available – different versions of the same export notification.

Should the DNA or ECHA request further information after the notification has been submitted, the exporter has the possibility to continue working on the previously submitted notification. As soon as the exporter resubmits the notification, the new submission will be displayed in the “Submission history”. The functionality is similar to the “Event history”, however, using the “Submission history” will not only list the submissions, but also the preliminary version(s) of the export notification, together with any attachment are available for review from this section.

To access the “Submission history” of an export notification, first search for the relevant notification. Once you have opened it, select “Submission history” from the “View” drop-down menu on the upper-right corner of the page (Figure 48).

Figure 48: Link to "Submission history"



10.3 Alert e-mails

The user has the possibility to request e-mails to be sent to a pre-defined e-mail address in case specific events take place within the system. These events include, but not limited to:

- DNA checks an export notification/ special RIN request
- ECHA validates & activates an export notification
- Waiver proposal checked
- RIN reconciled following response
- RIN status modified

To activate the alert e-mail functionalities, the user has to open the “Manage e-mail notifications” section of ePIC. It can be reached by clicking on the small arrow pointing downwards, right next to the user’s name, displayed in the upper right corner of the application (Figure 49).

Figure 49: E-mail notification settings

If a contact person is already defined for the organisation, the user will be able to simply turn on the e-mail notifications for selected users, by marking the checkbox(es) “Receive notifications” in the “Actions” column (Figure 50).

Figure 50: Turn on e-mail notifications

In case no contact person has been entered into the system, before the alert e-mail functionality can be turned on, one has to be added by clicking on the “Add contact” button (Figure 51) and selecting the pencil icon in the “Actions” column to start editing.

Figure 51: Add new contact person

Once all details of the new contact person have been entered, it can be finalised by clicking on the check icon, in the “Actions” column (Figure 52).

Figure 52: Save new contact details

11. Waivers

11.1 Waiver request in the absence of a response to an explicit consent request

In case of export of chemicals/mixtures listed in part 2 or 3 of Annex I, before the export can take place, a positive explicit consent is required from the importing country's authorities in order for the export to take place.

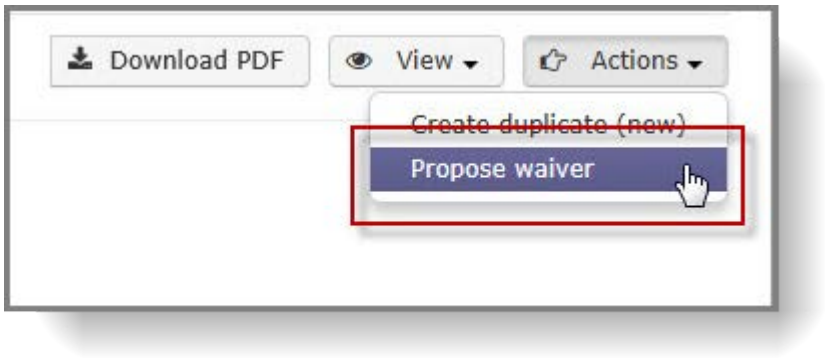
If the importing country has not responded within 60 days from the date of requesting an explicit consent, the exporter can propose a waiver (if all conditions laid down in Article 14 (7) of Regulation 649/2012 are fulfilled) from the explicit consent obligations. To request a waiver, the exporter must be able to provide documentary evidence, that the substance is licensed, registered or authorised in the importing country. In this case the waiver is considered a "Standard waiver".

11.1.1 Proposing a standard waiver

To propose a waiver, locate the export notification in question using the "Search & View" functionality of ePIC. The notification can be opened by clicking on the correct RIN in the first column of the search results list.

Once the notification is open, the waiver can be proposed by the "Propose waiver" functionality of ePIC. It can be found in the "Action" drop-down menu in the upper-right corner of the page (Figure 53).

Figure 53: Link to "Propose waiver"



Documents supporting the request for the waiver should be uploaded to ePIC. Select the language of the document and click on brows to locate the relevant file(s) on your computer.

At least one document justifying the waiver proposal must be attached!

Type the security code, or if the code is not easily readable, request the system to generate a new code, and press the "Upload" button.

Select the appropriate legal declaration, depending on your specific situation and click on "Submit".

As standard waivers can only be requested as from 60 days after the initial request for an explicit consent, verify in the "Event history" section when the explicit consent was originally requested by your DNA!

A confirmation page is displayed if there are no errors in the waiver proposal form. Review the provided information before submission.

You may optionally send a message to your DNA. A free text field allows 500 characters maximum.

If all information is correct, click on “Submit to DNA” to propose the waiver to your DNA

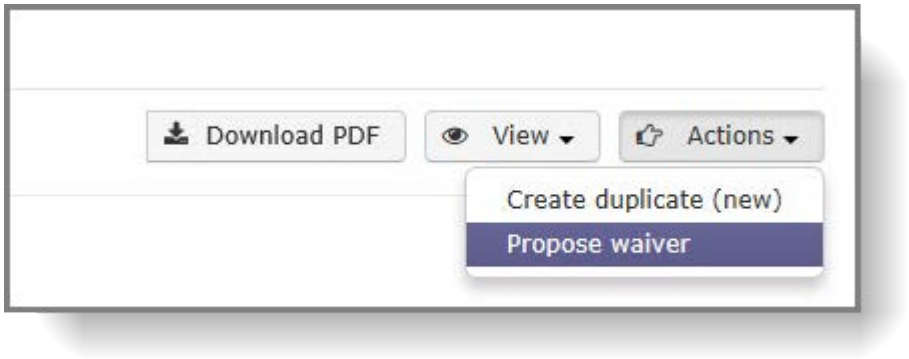
11.2 OECD waiver

In case the notified chemical is listed in Part 2 of Annex I and to be exported to an OECD country, a proposal to waive the explicit consent may be considered. In order to request such waiver, the exporter must provide documentary evidence that the chemical is licensed, registered or authorised in the OECD country concerned. Before requesting the waiver, the exporter must submit an export notification to the DNA and receive a RIN

11.2.1 Propose waiver

Search for the notification concerned and click the RIN to view it.
From the “Actions” drop down menu, select “Propose waiver” (Figure 54).

Figure 54: Propose waiver option



A pre-filled form is displayed.

Select the language of the document and browse the file to upload.

At least one document justifying the waiver proposal must be attached!

Type the security code, or if the code is not easily readable, request to generate a new code, and press the “Upload” button.

Select the appropriate Legal declaration and click on “Submit”. A confirmation page is displayed if there are no errors in the waiver proposal form. The confirmation page summarises all the information provided on the waiver request form including attachments.

You may optionally send a message to your DNA. A free text field allows 500 characters maximum.

“Continue editing” button directs you back to the waiver proposal form.

“Submit to DNA” saves the proposal and sends it to your DNA for check. A Successful submission page is displayed and the Waiver Request ID is generated.

N.B. The waiver proposal form cannot be saved temporarily; it has to be completed and submitted at once.

12. Article 10 Reporting in ePIC

ePIC provides industry users with a web form in order to fulfill their obligations pursuant to Article 10 of the PIC Regulation and report on exports and imports of chemicals subject to the regulation (together with the exact quantities) which took place during the previous calendar year. The report for exports is – to the extent possible– pre-filled by ePIC when the data is available in the system.

12.1 Generating the Article 10 report

The report is automatically generated for all those companies which during the reporting period in question, submitted at least one export notification (including Special RINs other than those pursuant to Art.2(3)). The automatic report generation takes place on 1 January following the reporting period (e.g. if the reporting period is the year 2014, the report is generated on 1 January 2015).

In case the exporter failed to submit an export notification during the previous year or the company only had imports during the reporting period, the report will not be automatically generated, as the system will not have information concerning the exports/imports. In order to submit the Article 10 report, the user will have to manually generate it first. The report can be manually generated by selecting “Create report on exports” or “Create report on imports” which are available in the “Article 10 reports” section of the left-hand side menu.

Only one report per report type and per calendar year can be generated, thus if the system has already generated one automatically, the manual generation function is disabled.

12.2 Verifying and completing the Article 10 report on exports

Once the report has been generated, the user can access it from the “Search & View” option under the “Article 10 reports” section of the left-hand side menu. The report can be opened by clicking on the year of the report in the “Year” column of the displayed table.

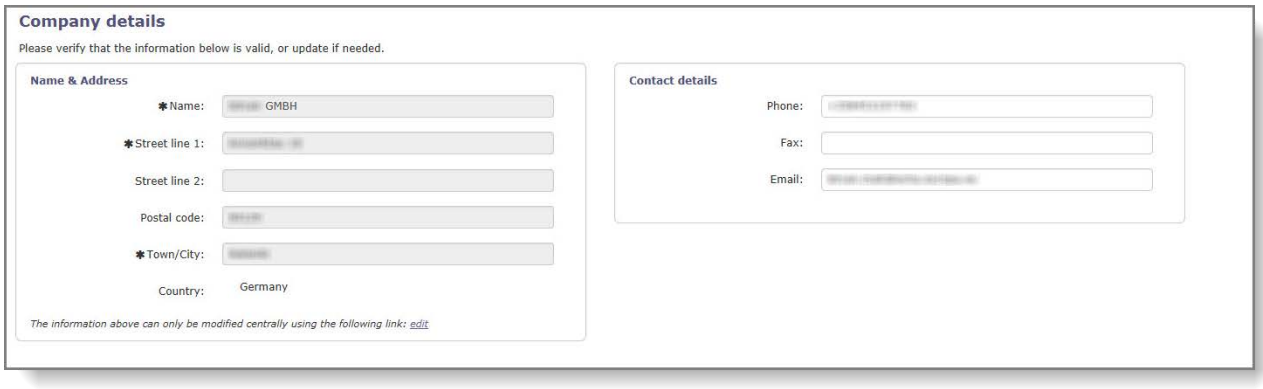
The report consists of three parts:

- On the top, the summary of the report (Figure 55: Art. 10 Report - Report SummaryFigure 55) where the company name, type of report, year of the report are showed.

Figure 55: Art. 10 Report - Report Summary

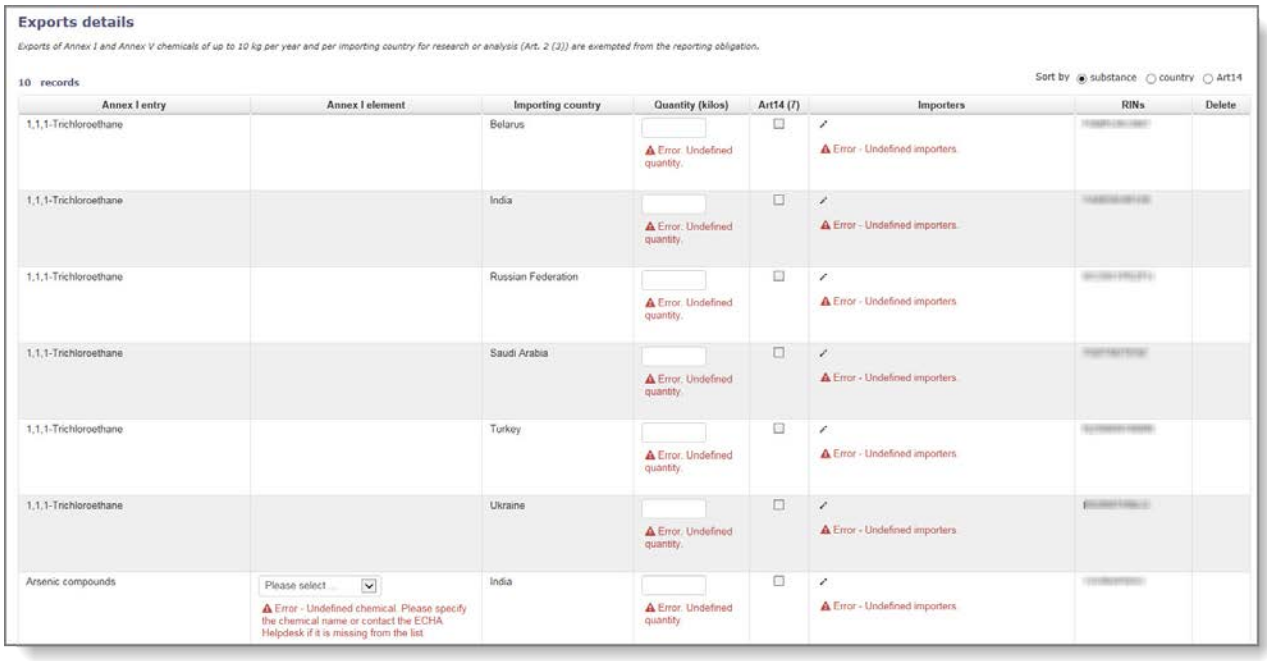
- The second section lists the company details (Figure 56). Except for the contact details, this information can only be modified through your ECHA account settings.

Figure 56: Art. 10 Report - Company Details



- The third part of the report lists the detailed information on export that took place during the reporting period (Figure 57) – as extracted from the relevant export notification.

Figure 57: Art. 10 Report - Exports Details



Please note that only those exports were notified through ePIC will be included in the list. Therefore, any exports that were not notified in ePIC (i.e. were submitted in 2014 using EDEXIM or were not notified at all) and any import must be added manually.

12.2.1 Export details

The table listing the details of notified exports contains the following information:

- Annex I entry: name of the substance/group listed in Annex I to the Regulation. This information is automatically provided for notified exports and is non-editable.

- Annex I element: if the Annex I entry refers to a group of substances, the user will have to select the specific element that was exported. The user should select the appropriate substance from a drop-down list. This information is mandatory and the

user must enter it manually. In case the exact chemical was already specified while creating the export notification, the information is automatically pre-filled automatically and cannot be modified.

- Importing country: country to which the substance/mixture/article was exported. This information cannot be edited.

- Quantity: Quantity of the substance exported to the specific country, provided in kg. This information is mandatory and the user has to enter it manually.

Please note, that in case of mixtures and articles, the quantity to be provided is of the Annex I chemical within the mixture/article and not of the mixture/article as a whole.

- Art 14(7): If the exported substance is listed in Part 2 or 3 of Annex I and the export was activated based on an approved waiver, this checkbox is pre-selected (for those waivers that were submitted within ePIC).

- Importers: The user must enter all the importers within the importing country to whom they have exported the given substance during the reporting period. To add the relevant importer(s), click on the pencil icon and select the correct importer(s) from those listed, by marking the checkbox(es) in the “Actions” column. Once the correct selection is made, click on “Update report (back)” to return to the Article 10 report. In case the desired importer is not included in the list, you can add a new company by following the instructions provided in chapter 5.1.2.1.

- RINs: Reference Identification Number(s) of the export notification(s) for the specified substance will be listed in this column. This information cannot be edited by the user, nor can any additional RINs be added in case of manually entering information on export(s).

- Delete: Only manually entered export(s) can be deleted from the report by selecting the checkbox in this column and clicking on “Save”.

12.2.2 Manual Data Entry On Exports

In case the exporter did not submit an export notification during the previous calendar year, they have the opportunity to manually add information on those exports to the report.

A maximum of five exports can be entered manually at the same time, however, if needed, five additional rows are made available by clicking on the “Save” button.

All of the fields listed in Chapter 12.2.1 are mandatory with the exception of the information on Article 14(7) waiver status and the RIN, as those are not applicable for manually encoded exports.

Please note that information on the importer can only be encoded, after all other information has been added in the relevant row and the user has saved the form. Following that, the “pencil” icon for editing the importer information becomes active.

The report can be saved at any point in time so that the user can return to work on it at a later stage. The report can be saved either by clicking on “Save” or “Save & Close”.

12.3 Article 10 report on imports

Article 10 reports on imports are built in a similar way as the reports on exports: they display the report summary, the company details and detailed information on imports.

Automatic generation of the report is only possible for a report on exports, as information on imports is not associated with the exporter and is not stored in ePIC.

All information on imports is to be entered manually. Information on imports is required in the same format as on exports, with the following exceptions:

- Exporting country: The user has to select the country of origin of the substance/mixture/article from the available drop-down list.
- Exporters: The user has to provide information on the exporters. This functionality works in analogy with how information on importers is provided. For further details, please see Chapter 12.2.1.
- No columns available for reference to an Article 14(7) waiver and for information on the associated RINs.

Similarly to manual entries of Article 10 reports on exports, the information on the exporter can only be entered, once the report has been saved. The pencil icon then becomes active and the information can be edited/added.

12.4 Submission of Article 10 report (export/import)

Once a report has been finalised, the user has to click on “Submit” to trigger the submission process of the report to his/her DNA.

In case no validation errors are identified by the system, a confirmation page is displayed, where the user can review the report before submission. If the report is finalised, the user can submit it to their DNA by clicking on the “Submit to DNA” button.

If a user receives a validation error when trying to submit the report, the system will block the submission and will display an error message for every field where a problem has been identified.

In case the user wishes to return to the report and further modify it, he/she should click on “Continue editing”.

13. Search functionalities in ePIC

ePIC has a powerful built-in search functionality. With the search function exporters can easily find their notifications, regardless if they are still drafts or have already been submitted to the authorities for verification.

13.1 Search for Export Notifications / Special RIN Requests

To search for export notifications or special RIN request, select the “Search & View” menu item in the left-hand side menu of ePIC, either under the “Export Notifications” or under the “Special RIN Request” section.

Regardless of how the exporter accesses the search module, the same functionalities will be available. However, certain filtering options are already pre-set depending on your access method (e.g. the notification type “Export notification” is pre-selected if accessed through the “Export Notifications” section).

Various free-text fields, drop-down lists and checkboxes are available to refine your search criteria.

The following fields can be used for performing searches:

- “RIN”: Enter the RIN of the Export Notification / Special RIN Request you are searching for
- “With unread messages only”: The search can be refined to show only those notifications, where an authority user (DNA or ECHA) has attached a message and the message has not yet been read
- “Importing country”: Select the importing country from the drop-down list
- “CAS #”: Enter the CAS # of the chemical exported
- “Chemical”: Select the chemical from the drop-down list
- “Mixture”: Select the exported mixture from the drop-down list
- “Article”: Select the article exported from the drop-down list
- “Search for”: There are two checkboxes. If you select one of them, the system will restrict the search for only that type of submission, while if you select none or both, the search will be performed for both Special RIN Requests and Export Notifications
- “Export year”: A range can be identified by entering the starting year into the “From” field and entering the end year into the “To” field. If the “From” field is left empty, but value is entered into the “To” field, the system will perform a search on all data older than the “closing” year. Similarly, if only the “From” field is used, search will be performed on data as of the starting year.
- “Notification Status”: six checkboxes referring to various possible statuses of notifications. Search will only be performed on the submissions, which have the selected statuses. If none of the checkboxes are selected, the search will be performed on all submissions.
- “RIN Status”: To perform a search based on RIN status criteria, select one of the options from the drop-down list (Active on / Inactive on / Disabled). For the options “Active on” and “Inactive on”, you will also have to provide a date, on which the

criterion should be fulfilled.

The following RIN statuses are available in ePIC:

Active: Export can proceed, RIN is active

Inactive: Notification is not yet active, due to waiting for explicit consent, or the expected date of export is in the future

Disabled: Either a negative explicit consent has been received for the notification, or the notification is rejected by authorities

Expired: The RIN's validity has expired (e.g. was for a previous year)

Once all the required criteria is entered / selected, click on the "Search" button.

From the displayed search results, the desired notification / special RIN can be opened by clicking on its RIN.

13.2 Search for a Mixture / Article

To search for a previously created mixture / article, select either the "Manage mixtures" or "Manage articles" from the "Chemicals, Mixtures & Articles" section of the left-hand side menu.

"Name": Entering the name of the mixture or article into this field will provide results on all notifications created for the given mixture/article.

"Contains chemical": The chemical contained in the mixture / article can be selected from the drop-down list. Search will only be performed on mixtures / articles containing the selected chemical.

The "Mixture" and "Article" checkboxes can limit your search either to mixtures or to articles (search is performed on both, if both checkboxes are marked).

To perform the search, click on the "Search" button.

13.3 RIN statuses

Active — Status of the RIN becomes active when:

- the notification is fully processed;
- the expected date of export is reached;
- additionally, for chemicals listed in parts 2 or 3 of Annex I, a valid, positive explicit consent is available.

An active RIN provides an indication to Customs that a given export should be allowed.

Inactive — A RIN is inactive when:

- the notification has not been fully processed yet;
- the expected date of export is in the future
- additionally, for chemicals listed in parts 2 or 3 of Annex I, a valid and positive explicit consent (or waiver) is not available.

Once the notification has been fully processed, until the expected date of export is reached, or – in case of Part 2 and 3 chemicals – a valid, positive explicit consent is received, whichever comes later, the status of the notification will stay “Inactive”. The specific circumstances valid for an export notification can be determined from the displayed status of the RIN. If only the text “Inactive” is displayed, the notification has either not been fully processed, or there is no applicable explicit consent in the system. However, if status “Inactive” is displayed, together with a period of time (e.g. 01.01.2015 – 31.12.2015), then the notification has been fully processed AND a valid explicit consent (if needed) is available, but the expected date of export has not been reached. In this particular case, the RIN will automatically become active on the day of expected date of export.

Disabled A disabled RIN implies that either a negative explicit consent is available in the system for the substance/mixture/article from the importing country or the submission was not accepted by the DNA / ECHA..

Expired Export notifications are valid for a maximum of one calendar year. Once their validity has passed their status is changed to “expired”.

EUROPEAN CHEMICALS AGENCY
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